

WAR FOOD ADMINISTRATION  
AGRICULTURAL ADJUSTMENT AGENCY  
Washington, D. C.

1944 Agricultural Conservation Program

North Central Region

PROCEDURE TO BE FOLLOWED IN THE COUNTY  
AND STATE OFFICES IN FURNISHING  
CONSERVATION MATERIALS

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Contents

	Page
SECTION I - MATERIALS TO BE FURNISHED AND STATES APPROVED FOR DIFFERENT MATERIALS. . . . .	1
A. General. . . . .	1
B. States Approved for Different Materials. . . . .	1
1. Liming Materials . . . . .	1
2. Superphosphate, 18%, 19% and 20% . . . . .	1
3. Rock Phosphate . . . . .	1
4. Gypsum . . . . .	1
SECTION II - SPECIFICATIONS. . . . .	2
A. Liming Materials . . . . .	2
1. Agricultural Ground Limestone. . . . .	2
2. Marl, Sugar Beet Refuse Lime and Paper Mill Refuse Lime . . . . .	2
3. Lead Mine Refuse Lime. . . . .	2
4. Carbide Refuse Lime. . . . .	2
5. Agricultural Granulated Slag or Agricultural Slag Screenings . . . . .	3
6. Other Liming Materials . . . . .	3
B. Superphosphate . . . . .	3
1. 18% Superphosphate . . . . .	3
2. 19% Superphosphate . . . . .	3
3. 20% Superphosphate . . . . .	3
C. Rock Phosphate . . . . .	3
D. Gypsum . . . . .	3
SECTION III - CONTRACTING FOR MATERIAL . . . . .	4
A. 18%, 19% and 20% Superphosphate and Raw Rock Phosphate . . . . .	4
B. Liming Materials and Gypsum. . . . .	4
1. Type of Contracts entered into with Contractors. . . . .	4
a. Definite Quantity Contracts. . . . .	4
b. Source of Supply Contracts . . . . .	4
SECTION IV - GENERAL CONTRACTING INSTRUCTIONS FOR DEFINITE QUANTITY AND SOURCE OF SUPPLY CONTRACTS: . . . . .	6
A. First War Powers Act . . . . .	6
B. Price Ceilings . . . . .	6
C. Preliminary Steps in Soliciting Bids - Form NCR-865. . . . .	6
D. Material - Kind Desired (Item 1) . . . . .	7
E. Authorization to Solicit Bids. . . . .	7
F. Soliciting Bids. . . . .	7



G.	Forms to be Sent to Bidders . . . . .	8
H.	Persons Excluded from Bidding . . . . .	8
I.	Receipt of Bids . . . . .	8
1.	Bids received in the County Office. . . . .	8
2.	Public Opening and Recording of Bids. . . . .	8
3.	Delayed Bids. . . . .	9
4.	Correction in Bids Before Opening . . . . .	9
5.	Telegraphic Bids. . . . .	9
6.	Correction in Bids After Opening. . . . .	9
7.	State or Local Sales Taxes. . . . .	9
8.	Examining Bids. . . . .	10
9.	Abstracting Bids. . . . .	10
J.	Recommendations by County Committee . . . . .	10
1.	Administrative Determination by County Committee. . . . .	10
2.	Awards to other than Low Bidder . . . . .	10
3.	Tie Bids. . . . .	11
4.	Completing Bid Abstract . . . . .	11
5.	Forwarding Bids to the State office . . . . .	11
K.	Handling Bids and Related Material in the State Office. . . . .	12
1.	Receiving Bids and Related Material, Form NCR-875 . . . . .	12
2.	Determining that all Necessary Material has been Received. . . . .	12
4.	Examining Bids - Determine. . . . .	12
5.	Examining Bid Abstract. . . . .	14
6.	Tie Bids. . . . .	14
7.	Making Awards . . . . .	14
8.	Preparation of Standard Form No. 1036 . . . . .	14
9.	Contract Number . . . . .	14
10.	Notice of Acceptance - Form NCR-871 (or Form NCR-671) . . . . .	14
11.	Distribution of U. S. Standard Form 33 (Revised), and Related Forms . . . . .	15
12.	Readvertising . . . . .	16
13.	Increasing Amount of Material to be Delivered under the Contract. . . . .	16
14.	Treating Offers to Decrease Price After Award . . . . .	17
15.	Walsh-Healey Act. . . . .	17
16.	Preparation of PC-1 "Notice of Award of Contract" . . . . .	17
17.	Preparation of Forms PC-13 - Poster . . . . .	18
18.	Transfer of Interest in Contract. . . . .	18
SECTION V - ELIGIBILITY . . . . .		20
A.	Conservation Materials. . . . .	20
1.	Amount of Materials . . . . .	20
2.	Kinds of Materials. . . . .	20
3.	All Materials Farms . . . . .	20
4.	Deduction for Materials . . . . .	20
SECTION VI - COUNTY OFFICE PROCEDURE - LIMING MATERIALS . . . . .		21
A.	Ordering Liming Materials other than by Rail. . . . .	21
1.	ACP-64-NCR, "Request for Conservation Material or Service" . . . . .	21
2.	ACP-64-NCR - Distribution . . . . .	21
3.	NCR-663, "Delivery Receipt" . . . . .	22
4.	NCR-664, "Contractor's Delivery Summary" . . . . .	22



	<u>Page</u>
B. Ordering Liming Materials by Rail . . . . .	23
1. NCR-881, "Summary of Requests" . . . . .	23
2. ACP-64-NCR, "Request for Conservation Material or Services . . . . .	23
3. ACP-67, "Receiving and Inspection Report" . . . . .	23
4. Completion of Form NCR-881 to cover deliveries to farmers . . . . .	25
5. Supervising Distribution of Conservation Materials by Consignee . . . . .	25
C. County Office Records & Reports for Liming Materials. . . . .	25
SECTION VII - COUNTY OFFICE PROCEDURE - SUPERPHOSPHATE. . . . .	26
A. Forms NCR-881, ACP-64, and ACP-67 - Use of. . . . .	26
B. Forms NCR-881, ACP-64 and ACP-67 - Preparation of . . . . .	26
C. Dealer Handling of Superphosphate . . . . .	26
SECTION VIII - STATE OFFICE PROCEDURE . . . . .	28
A. For Rail Deliveries of Liming Materials and Superphosphate. . . . .	28
1. Assignment of Aaa numbers . . . . .	28
2. Register of Aaa "Request for Shipment". . . . .	28
3. Completing entries on Form NCR-881. . . . .	28
4. Distribution of Form NCR-881. . . . .	28
5. Preparation of Form ACP-130, "Request for Shipment". . . . .	28
6. Government Bills of Lading. . . . .	30
7. ACP-88 or ACP-88 Revised, Oath of Office. . . . .	32
8. Form NCR-882, "State Superphosphate Record" . . . . .	32
9. Form NCR-883, "State Record of Contractor" . . . . .	32
10. Form NCR-870, "State Conservation Materials Report". . . . .	32
SECTION IX - PAYMENT TO CONTRACTORS . . . . .	33
A. General Plan. . . . .	33
1. Other Than Rail Deliveries. . . . .	33
2. Rail Deliveries . . . . .	33
B. Checking NCR-664 against Contract - Determine . . . . .	33
C. Preparation of Public Vouchers, Standard Forms 1034 . . . . .	34
D. Discounts . . . . .	38
E. Deductions on Vouchers. . . . .	38
1. Reasons for Making Deductions . . . . .	38
2. Method of Making Deductions . . . . .	39
F. Procedure for Scheduling Vouchers . . . . .	39
1. Special Handling of Discount Vouchers . . . . .	39
2. Preparation of Standard Form No. 1064, Revised. . . . .	40
3. Distribution of Form 1064 and Supporting Forms. . . . .	41
G. Assignment of Payments. . . . .	42
H. Alternate Methods . . . . .	43
I. Payments to Estates of Deceased Contractors . . . . .	44



SECTION X - SAMPLING AND ANALYZING OF CONSERVATION MATERIALS AND	
ANALYSIS REPORTS . . . . .	46
A. Sampling . . . . .	46
1. Bulk Material . . . . .	46
2. Bagged Material . . . . .	47
B. Analyses . . . . .	47
1. Liming Materials . . . . .	47
2. Superphosphate . . . . .	48
3. Gypsum . . . . .	48
C. Analysis Reports . . . . .	48
 SECTION XI - DEDUCTIONS, PENALTIES, REFUNDS. . . . .	49
A. Deductions . . . . .	49
B. Penalties . . . . .	49
1. Misuse . . . . .	49
2. Failure to Use During Program Year . . . . .	49
3. Intended Use During Following Program Year . . . . .	49
C. Refunds . . . . .	50
 SECTION XII - FORMS. . . . .	51
A. NCR-Forms . . . . .	51
B. ACP-Forms . . . . .	51
C. Standard Forms . . . . .	51
D. Miscellaneous Forms . . . . .	51



SECTION I - MATERIALS TO BE FURNISHED AND STATES APPROVED FOR DIFFERENT MATERIALS.

A. General

Conservation materials for carrying out approved production practices will be furnished on request in lieu of payments under the 1944 Agricultural Conservation Program in all States in the North Central Region, except Nebraska and South Dakota. The materials to be furnished are: liming materials, 18%, 19%, and 20% superphosphate, rock phosphate, and gypsum. The area in which each of these materials will be furnished is set forth in the following subsection.

The cost of conservation materials furnished under this program is borne by farmers receiving the materials by having deductions made from payments earned by carrying out practices under the Agricultural Conservation Program. However, since the government purchases the materials for distribution to the farmers the fundamental governing provisions covering government purchases contained in Section 3709, Revised Statutes of the United States, will be followed, except as modified by the authority granted under the First War Powers Act.

B. States Approved for Different Materials.

1. Liming Materials will be furnished in Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin.
2. Superphosphate, 18%, 19%, and 20% will be furnished in Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio and Wisconsin.
3. Rock Phosphate will be furnished in Illinois.
4. Gypsum will be furnished in Minnesota.



## SECTION II - SPECIFICATIONS.

### A. Liming Materials.

1. Agricultural Ground Limestone. (This material must be in bulk and on a 2000-pound ton basis.)

- a. The material must contain 80 percent calcium carbonate equivalent.
- b. The material must be ground sufficiently fine so that 80 percent, including all the finer particles obtained in the grinding process, will pass through an 8-mesh sieve.
- c. The moisture content at the time of shipment shall not exceed 8 percent.

Note: One or both specifications for "a" and "b" above must be above the minimum so that the multiplication of the percent of calcium carbonate equivalent by the percent of material passing through an 8-mesh sieve will be equal to or in excess of .7200.

2. Marl, Sugar Beet Refuse Lime and Paper Mill Refuse Lime. (These materials must be in bulk and on a cubic yard basis.):

- a. The material must contain a minimum of 70 percent calcium carbonate equivalent.
- b. The material must be furnished in a condition suitable for spreading.

3. Lead Mine Refuse Lime. (This material must be in bulk and on a 2000-pound ton basis.):

- a. The lead must be separated by the water table method.
- b. The sludge must contain 80 percent calcium carbonate equivalent and must be ground so that 90 percent will pass through an 8-mesh sieve.
- c. The moisture content at time of shipment must not exceed 8 percent.

4. Carbide Refuse Lime. (This material must be in bulk and on a 2000-pound ton basis.):

- a. The material must contain a minimum of 85 percent calcium carbonate equivalent.
- b. The moisture content at the time of shipment shall not exceed 35 percent.



5. Agricultural Granulated Slag or Agricultural Slag Screenings.  
(This material must be in bulk and on a 2000-pound ton basis.):

- a. The material must contain 80 percent calcium carbonate equivalent.
- b. The material must be sufficiently fine so that 80 percent will pass through an 8-mesh sieve.

6. Other Liming Materials. Liming materials other than those listed herein can be furnished only upon approval by the North Central Division.

B. Superphosphate.

1. 18% Superphosphate. This material will be furnished in 100-pound bags and shall contain not less than 18 pounds available  $P_2O_5$  per bag, which shall be considered the equivalent of 18 pounds  $P_2O_5$  for production practice credit purposes.
2. 19% Superphosphate. This material will be furnished in 100-pound bags and shall contain not less than 19 pounds available  $P_2O_5$  per bag, which shall be considered the equivalent of 19 pounds  $P_2O_5$  for production practice credit purposes.
3. 20% Superphosphate. This material will be furnished in 100-pound bags and shall contain not less than 20 pounds available  $P_2O_5$  per bag, which shall be considered the equivalent of 20 pounds  $P_2O_5$  for production practice credit purposes.

C. Rock Phosphate.

This material will be furnished in 100-pound bags. This material shall contain not less than 30 percent phosphoric acid ( $P_2O_5$ ) with a maximum of 3 percent moisture at the time of shipment. Phosphate rock mined and recovered in the State of Florida shall be ground sufficiently fine so that not less than 85 percent will pass through a 200-mesh sieve; phosphate rock mined and recovered in the State of Tennessee shall be ground sufficiently fine so that 95 percent will pass through a 200-mesh sieve; both materials shall be in a suitable condition for application on the land with standard fertilizer equipment.

D. Gypsum.

This material will be furnished in 100-pound bags; shall contain not less than 18 percent of water soluble sulphur with a maximum of 6 percent moisture in addition to water of crystallization, and shall be of such fineness that not less than 85 percent will pass through a 100-mesh sieve.



- 4 -

## SECTION III - CONTRACTING FOR MATERIAL

### A. 18%, 19%, and 20% Superphosphate and Raw Rock Phosphate.

Contracts for these materials will be awarded by the Washington office of the Department of Agriculture, and allotments of such materials will be made to the States.

### B. Liming Materials and Gypsum.

Under the supervision of the State committee, county committees will solicit bids for these materials from regular dealers and suppliers and make recommendations for award of contracts to the State committee. The State committee member authorized to act as contracting officer will make awards and authorize the county committees to proceed with the acceptance of requests for material and placing of orders. Contractors furnishing material will be paid after delivery in accordance with the procedure outlined in Section IX herein.

#### 1. Type of Contracts entered into with Contractors.

Subject to the determination of the State contracting officer, contractors may be awarded definite quantity or source of supply contracts.

##### a. Definite Quantity Contracts.

- (1) Awards made under definite quantity contracts will be for a definite amount which the contractor will be required to deliver and the government required to place orders for.
- (2) At the option of the government orders may be placed for an amount as much as 20% less than the total amount of the contract, provided the government does not have need for more than 80% of the contracted tonnage.
- (3) Operations under definite quantity contracts will be governed by the procedure set forth in "Procurement Manual, Part II, Contracting Procedure" prepared by the Office of Budget and Finance. (Copy of the manual will be furnished each contracting officer).

##### b. Source of Supply Contracts.

- (1) Awards made under source of supply contracts represent a continuing offer by the contractor to furnish material at the price indicated in his bid, in accordance with the terms of the offer. However, a binding contract is created when orders are accepted by the contractor, making him liable for failure to deliver the amount ordered, and to pass excess costs which may be incurred in connection therewith.



- (2) Right of Either Party to Terminate Contract - The contractor may terminate his offer at any time upon written notice to the Government. After giving such written notice to the Government he is not required to accept any additional orders; however, he must furnish an explanation why cancelation is desired. This statement is necessary as it will be used as a basis to determine if such contractor should be solicited for future business. If cancelation is requested for unjustifiable business reasons, future invitations should not be sent to such contractor. If such contractor requests an invitation and bids then such bid should not be recommended for acceptance.
- (3) The Government may at any time terminate the award made to the contractor. The Government will terminate the award for the following reasons:
- (a) Where material is delivered that does not meet the specifications as stipulated in the bid invitation unless local conditions may make it necessary to accept material slightly below specifications. In this event make payment therefor at a reduced price. The State committee shall decide all such cases.
  - (b) Where orders have been placed with the contractor and have not been delivered on schedule or otherwise not in accordance with his offer. A contractor is required to fulfill a terminated contract to the extent of unfilled orders on hand on the date the contract is terminated.
  - (c) Where a contractor makes an assignment of his agreement. (for exceptions see Section IV, paragraph A, sub-paragraph 18, page 18 hereof).
  - (d) Due to the contractor's failure to meet prevailing commercial prices.

Note: If at any time during the period of the contract lower prices are quoted to the county committee by a responsible contractor other than one originally solicited, or there is a general commercial reduction in price and the county committee believes a lower price can be obtained, such price quotations must be immediately communicated to the State office. Under these circumstances the contractor who has received the award should be given an opportunity to reduce his price to meet the new available price. If he does not do so, the State committee may elect to terminate the agreement and instruct the county committee to readvertise for new bids. Extreme care should be exercised by the State committee to avoid readvertising where the result of readvertisement would probably result in only a slightly lower price than originally bid. Every effort should be made to obtain the best price within the county. However, efforts to obtain this goal should not be carried to the point where proper protection is not afforded contractors.



SECTION IV - GENERAL CONTRACTING INSTRUCTIONS FOR DEFINITE QUANTITY AND SOURCE OF SUPPLY CONTRACTS.

A. First War Powers Act.

All contracts shall be awarded in conformance with the authority granted the AAA by the Director of Finance under the First War Powers Act. Executive Order 9001 and 9023 authorized the Department to perform the functions and exercise the powers described in Title II of the Act, approved December 18, 1941 (Public Law 354, 77th Congress), entitled "An Act to Expedite the Prosecution of the War Effort." The contracting officers of the North Central Region may exercise the above-mentioned authority within the limitations provided in this procedure.

B. Price Ceilings.

Awards shall not be made at a price exceeding the bidders' price ceilings as established by Maximum Price Regulation 386, dated May 15, 1943.

C. Preliminary Steps in Soliciting Bids - Form NCR-865. The county committee after analyzing the needs of the county, will request authority from the State committee to solicit bids by entering the following information on Form NCR-865, "Request for Authority to Solicit Bids to Establish Sources of Supply for Conservation Materials," and forward the original and one copy to the State committee for approval. A Form NCR-865 shall be submitted for each type of material desired.

D. Material - Kind Desired (Item 1).

1. Indicate the kind of material desired. It is permissible to recommend advertising for more than one kind of material if the needs of the county justify it. In such case, separate advertisements will be necessary and separate Forms NCR-865 should be completed by the county committee.
2. Bids may not be solicited for any material not listed in Section I herein without prior approval being obtained by the State committee from the North Central Division.
3. No deviation from the specifications, as prescribed by the North Central Division, will be permitted.
4. Area Desired (Item 2) - The area in the county for which a source of supply is desired should be given. For example the entire county or certain townships. Any "F.O.B. Truck," "F.O.B. Rail," or "Stock Pile" bid solicited shall be for the entire county or State.
5. Type of Delivery Desired, Prevailing County Prices, and Amount of Material (Item 3).
  - a. Check the type or types of delivery desired, such as "F.O.B. Rail," "F.O.B. Truck," "Stock Pile," "Delivered to Farm," and "Delivered to Farms and Spread on Fields."



- b. Estimate the prevailing commercial prices in the county for the types of delivery to be solicited.
- c. Estimate the amount of material to be ordered through December 31, 1944, by types of delivery and total in tons or cubic yards, whichever is applicable.

6. Sources of Supply to be Solicited (Item 4). - The county committee will list regular dealers, truckers, and producers normally supplying material for the area. It is necessary that wide competition be had through sending invitations to bid to all responsible dealers, truckers, and producers in the area.

7. Signature - The chairman of the Agricultural Conservation Association should sign and date the request in the spaces provided therefor.

E. Authorization to Solicit Bids - The contracting officer will:

- 1. Enter in item 5 the date bids are to be solicited,
- 2. Enter in item 6 the date and time bids are to be opened,
- 3. Enter in item 7 the names and addresses of additional persons to be solicited, and, if approved,
- 4. Sign and date the form in the spaces provided therefor and return the original copy to the county.

F. Soliciting Bids.

- 1. Method of Solicitation - U. S. Standard Form 33 (Revised) shall be prepared by the county office.
  - a. No entries shall be made in the spaces for the Invitation No. or Contract No.
  - b. Enter in the proper spaces in the heading the name and address of the County Agricultural Conservation Association.
  - c. Enter in the space for the date the date on which the invitation is made.
  - d. Enter in the proper spaces in the "Invitation" part the time and date for receiving and opening bids. This should be taken from NCR-865.
  - e. Enter the name and title of the chairman of the Agricultural Conservation Association in the proper spaces.
  - f. Enter in the proper spaces, the kind of material, the name of the county and State in which such material is to be furnished and the date when the delivery period is to begin.
  - g. Enter in the blank spaces following "Bids are solicited for items No." the corresponding numbers for the types of delivery desired as given on page 2 of the bid form.



h. No entries shall be made by the county office in the bid part of Form 33, or on page 2 of the bid form, except in cases where bids are solicited for delivered to farm and delivered to farm and spread on fields.

1. If bids are solicited for these types of delivery, the county office shall enter in the table at the bottom of page 2 the names of the townships for which such bids are solicited.

G. Forms to be Sent to Bidders.

1. U. S. Standard Form 33 (Revised), together with sheets 2, 3 and 4 of the bid form in duplicate shall be forwarded to all persons listed on NCR-865 and to any other responsible dealers, truckers, or producers known to the committee.
2. If the amount of material which will be used in the county may exceed \$10,000 in value, the county committee should submit to the prospective bidder, with the bid invitation forms, 2 copies of the Walsh-Healey stipulations, which should be made a part of any award made in excess of \$10,000.
3. If any person requests permission to bid, he shall be given an invitation. A copy of the bid invitation shall also be posted in the Post-Office in the city where the county committee receives its mail.

H. Persons Excluded from Bidding.- The following persons may not have any interest in a Government contract for liming materials: Agricultural Conservation community committeemen, county agricultural conservation committeemen, agricultural conservation county office employees, State agricultural conservation committeemen, agricultural conservation State office employees, other Federal employees, and any member or delegate to Congress or Resident Commissioner.

I. Receipt of Bids

1. Bids will be received in the office of the county association and held unopened under lock until the date and time of opening, as stated in the advertisement. Any bids received and opened through error prior to the time of opening will be immediately resealed by the person opening same and the envelope signed to show who opened it, and such person shall be held responsible that the contents thereof are not divulged.
2. Public Opening and Recording of Bids.- At the time and date of opening, all bids received shall be opened publicly, read, and the prices bid recorded in a permanent record by the person named in the advertisement, or his representative, at the place mentioned in the advertisement. The bid abstract, Form NCR-867, will be the permanent record. Bidders or their representatives may be present at the opening.



3. Delayed Bids - Bids presented by hand or received in the mail after the time of opening will be returned to the bidder unopened with a letter of explanation, except in the case where the delay was due to the mails and the Post Office cancellation mark, confirmed by the Postmaster, clearly indicates that the bid was mailed in proper time and manner to be received in the ordinary course of mails before the time fixed for the opening of bids. In this event the bid should be opened, considered, clearly marked to show the time of receipt, and forwarded, together with its envelope, to the State office along with other bids.
4. Correction in Bids Before Opening
  - a. Corrections made on bids prior to opening must be initialed by the bidder or must be verified by a statement signed by the bidder, if such bid is to be recommended for acceptance. When this statement is necessary, it must be attached to the original bid. Corrections not initialed on bids which are not to be recommended for acceptance must be noted by a statement made and signed by the county committee. This statement must be attached to such bid for future reference. If at a later date such bid is to be accepted it will be necessary to have the changes initialed by the bidder or a statement obtained from him verifying such change and attached to the original bid when recommended for acceptance.
  - b. Bids can be corrected, amended, or withdrawn by telegraph or letter before the time set for the opening of bids. In such cases the telegram or letter should be held and considered together with the bid at the time of opening.
5. Telegraphic Bids
  - a. Complete telegraphic bids cannot be considered.
  - b. Telephone or oral bids, or a bid submitted by letter and not on the bid invitation, U.S. Standard Form 33 (Revised), cannot be considered.
6. Correction in Bids After Opening
  - a. No corrections or modifications in bids will be permitted after the time of opening. Clarification of a bid by the bidder may be considered by the contracting officer.
  - b. Where the price bid is obviously in error, the county committee should verify the price bid by securing a written statement from the bidder which should be attached to the bid when forwarded to the State committee.
7. State or Local Sales Taxes - State or local sales taxes should not be included in the price bid. It will be necessary for the contractor to sign a certification to the effect that such taxes were not included in the price offered, when his voucher is submitted for payment.



8. Examining Bids

- a. The county committee will examine all bids to see that they are properly executed; that no modifications have been made in the terms of the invitation, and that they are signed by the bidders or their authorized representatives.
  - b. In the event an agent signs for the principal, the principal must be disclosed and the county committee must be satisfied that the agent has authority to act in the capacity shown.
  - c. If the identity of the bidder cannot be determined, the bid will not be considered by the State committee.
9. Abstracting Bids- The county committee will prepare an abstract of all bids received on Form NCR-867, "Bid Abstract and County Committee Recommendations."

If a discount is offered, compute the net price and enter it on the bid abstract.

J. Recommendations by County Committee

1. Administrative Determination by County Committee - It is the definite responsibility of the county committee to make such inquiries or investigation as may be necessary, with regard to the bidder's source of supply, credit facilities, and equipment, to administratively determine the bidder's apparent ability to comply with his offer.
2. Awards to Other Than Low Bidder - Subject to the county committee's determination of the bidder's ability to comply with his offer, awards may be made to other than low bidders under any of the following conditions:
  - a. The source of supply of the low bidder is not the most centrally located source in relation to the area to be served.
  - b. Deliveries by the low bidder would consume a total mileage in excess of the permitted mileage approved for the bidder's trucks.
  - c. Deliveries by the low bidder would entail an excessive rail haul.
  - d. Award to low bidder would cause his hauls to overlap those of other contractors.
  - e. It is necessary to make awards to more than one bidder to adequately meet requirements of the area with a minimum use of transportation facilities.
  - f. If a bidder specifies "all or none" of a group of townships, or the entire county, and it is clearly to the advantage of the Government to accept such bid, in that the aggregate cost for the area specified is less than the cost would be if separate awards were made for the individual townships, the bid may be recommended.



- g. If it is the definite conviction of the county committee, after proper investigation, that the bidder will not be able to comply with the terms of his offer, the low bidder need not be recommended by the contracting officer. It will be necessary in such cases to furnish information to the State office regarding the bidder's financial status, his equipment, experience of the county committee in dealing with him, and any other reasons why the county committee believes the bidder should not be given the award.

### 3. Tie Bids

- a. The county committee should determine whether any factor exists that would result in an advantage to the Government and form a basis for preferring one bidder over another. An example of this would be difference in quality of material, or the fact that one bidder is offering sufficient material to meet the entire needs of the county and another bidder is offering an amount of material that will only partially meet the needs of the county.
- b. It is possible to recommend the acceptance of all bids which are tied. This would be desirable if no bidder has offered enough material to meet the probable needs of the county.
- c. If no factor exists which would justify accepting one tie bid over another, and it is not desirable to accept all tie bids, the one to be accepted should be determined by lot.
- d. The receipt of a number of tie bids indicates possible collusion among bidders. In this event, the county committee should investigate such bids and furnish the State office with a statement covering the results of this investigation and their opinions as to whether collusion actually existed.

4. Completing Bid Abstract - After the bids have been abstracted and county committee determinations have been made, recommendations for awards should be made to the State committee by completing Form NCR-867. "Bid Abstract and County Committee Recommendations", in triplicate. The county committee should keep a copy of the abstract in its files at all times as a permanent record.

5. Forwarding Bids to the State Office - The county will forward the following forms to the State office:

- a. All bids received and the envelopes in which they were sent.
- b. Two copies of the bid abstract and county committee recommendations, Form NCR-867, "Bid Abstract and County Committee Recommendations."
- c. All county office correspondence to and from bidders and any additional information or material incidental to the bids.



K. Handling Bids and Related Material in the State Office.

1. Receiving Bids and Related Material, Form NCR-875.

- a. Post columns 1, 2, 3, and 4 when the request for authority has been received from the county and is approved and returned.
- b. Time Stamp. Immediately upon receipt of the bids, Form NCR-867, bid envelopes, and all correspondence pertaining to the bids, each separate sheet should be stamped to indicate the date and time of receipt (preferably on the reverse side in a manner that will not obscure any important entries.)
- c. Post column 5 when the executed bids and related material are received in the State office.
- d. Assign material to a clerk for a detailed check. The initials of the clerk to whom the material is assigned should be inserted in column 8.

2. Suspensions - Suspensions shall be prepared on a blank sheet of paper approximately the same size as the bid. In the upper left-hand corner show the name of the county. On the next line, below the county, enter the name of the contractor. On the right-hand side, enter the date of the suspension. Number each separate suspension notation and leave a line between each. After all reasons for suspensions have been noted on the suspension sheet, the clerk should sign at the bottom and then clip the sheet to the bid and other related forms.

3. Determining That All Necessary Material Has Been Received - Before a detailed examination is made of the recommendations, a check should be made that all forms listed on the bid abstract are present. If any material is missing, a notation of that fact should be made on the suspension sheet.

4. Examining Bids - Determine

- a. That all prospective bidders have been solicited by the county by making a cross check of the names appearing on Form NCR-867 and NCR-865.
- b. That the blanks provided for the name of county association, address, and date have been properly completed on the bid forms.
- c. That the name of the material, the county and State, are entered in the spaces provided therefor.
- d. That the blanks for the amount of material, price, etc., are properly completed by the bidder.



- e. Whether the aggregate cost of the material offered may exceed \$10,000. If different prices are quoted for different townships, multiply the quantity to be accepted by the highest price to be accepted. Where, according to this computation, the value of the material offered will exceed \$10,000, determine that item 4 has been completed. If the answer is "yes" and the Walsh-Healey Act is applicable, determine that the Walsh-Healey stipulations are included with the bid. In the event the Walsh-Healey stipulations are not included with the bid, a notation should be made on the suspension sheet to attach a copy to the bid, if accepted, before transmitting the contract to the General Accounting Office, and to forward a copy of such stipulations to the bidder with the notice of acceptance. If the answer is "no" or if the county committee has knowledge that the value of the material to be furnished under the contract will not exceed \$10,000, a notation should be made on the suspension sheet to limit the contract to \$10,000. Bidders who indicate on page 2 of the contract that they are not dealers or manufacturers may not be awarded a contract in excess of \$10,000.00.
- f. That no alterations have been made on the printed parts of the form, and that all changes in entries made by the bidder bear the initials of the persons signing the bid.
- g. That the bid was submitted and dated prior to the time of opening. A bid should be questioned if there is anything about the bid, the envelope in which it was submitted, or any surrounding circumstances that indicate the bid was not actually received in its complete form prior to the date of opening the bid. Accepting bids submitted after the time set for opening removes the fair competition required by law since late bidders may have obtained information that would enable them to unfairly submit the lowest bid.
- h. That where a discount has been offered, the county has indicated on the bid abstract the net prices per ton after taking the discount into consideration. The county committee computations should be checked.
- i. That the lowest acceptable price bid does not exceed the price for which the material is being sold commercially, as indicated by the estimates submitted by the county at the time authority to solicit bids was requested. (Form NCR-865).
- j. That the amount of material offered by the bidder is comparable with the needs of the county as estimated by the county on Form NCR-865.
- k. That no restrictions are made by the bidder which would change the terms of the advertisement. If restrictions or modifications in any manner would permit the bidder to obtain an advantage over other bidders, such bid should be rejected. An example of such restriction would be if a contractor bid on a per ton mile basis.



5. Examining Bid Abstract -

- a. Determine that all the necessary information on this form has been properly entered.
- b. In the event any information has been omitted from the form that cannot be supplied in the State office from available information, the form should be returned to the county office for completion.

6. Tie Bids - In making awards the State office should give consideration to the instructions to county offices contained in paragraph 3 (a.b.c. and d), page 11 of this procedure.

7. Making Awards - No award should be made until all questions concerning the bid to be accepted have been settled.

8. Preparation of Standard Form No. 1036.

- a. Where awards are made to other than low bidder, the contracting officer will prepare Standard Form No. 1036 in triplicate.
- b. Standard Form No. 1036 shall contain a complete explanation and justification of the action taken.
- c. The original shall be forwarded to the North Central Division, one copy filed with the State office copy of the contract, and one copy filed with the county office copy of the contract. DO NOT SEND A COPY TO THE GENERAL ACCOUNTING OFFICE.
- d. The information furnished on this form must be complete since all action taken under the First War Powers Act is subject to review by the Director of Finance.

9. Contract Number

- a. The State office will number the contracts consecutively beginning with number 1, preceded by the letter "A", the State code number, and "(L44)aa"; for example, A35(L44)aa-1.
- b. Register of Contract Numbers. A register of numbers shall be prepared showing the contract numbers and the names of the contractors.
- c. Enter the number of each contract in the upper right corner of the bid form in the space marked "Contract No. \_\_\_\_\_". This number will be entered on the original signed bid, the original typed copy, and all carbon copies.

10. Notice of Acceptance - Form NCR-871 (or Form NCR-671)

- a. This form shall be prepared in quintuple - original and four copies.
- b. Enter in the proper space at the top of the form the contract number, together with the name and address of the contractor.



- c. Enter the proper information in the blank spaces in the first sentence of the acceptance.
  - d. Enter the price and unit of material in the spaces provided therefor for the types of delivery accepted.
  - e. If "Farm Delivery" or "Spread on Field" type of delivery is accepted, the unit should be entered following "per \_\_\_\_\_" at the top of the table. The prices should be entered opposite the townships in such table.
  - f. If a discount was offered it should be entered in the blank space provided therefor at the bottom of the form.
  - g. Strike out whichever is not applicable, "is" or "is not" in the sentence pertaining to limitation to \$10,000.
  - h. The contracting officer shall sign the original and one copy of the form in the space provided therefor and indicate his title. The facsimile signature, or the typed name, of the contracting officer should be inserted on the remaining copies.
  - i. The date of acceptance shall be entered on all copies.
  - j. If awards for definite quantity contracts are for an amount less than the total offer a supplemental letter of acceptance should be attached to Form NCR-871 clarifying the award with respect to quarterly deliveries and type of deliveries.
11. Distribution of U. S. Standard Form 33 (Revised), and Related Forms.
- a. The original Form NCR-871, or (NCR-671) shall be forwarded to the contractor together with a letter of instructions (see attached sample of NCR-868), and a supply of Forms NCR-663 and NCR-664.
  - b. The signed original of Form 33, and a signed copy of the Notice of Acceptance Form NCR-871, or (NCR-671) shall be attached together for forwarding to the General Accounting Office, Washington, D. C.
  - c. A copy of the bid abstract (NCR-867), a copy of the Notice of Acceptance (NCR-871), or (NCR-671) and Standard Form No. 1036 shall be attached together for forwarding to the North Central Division for North Central Division use.
  - d. One copy of Form 33, together with a copy of the Notice of Acceptance (NCR-871), or (NCR-671) shall be forwarded to the county association. In case any deliveries will be made in the county by rail, a copy of NCR-873 shall be included.
  - e. The following shall be filed in the State office:



- (1) Accepted Bids - The original typed copy of Form 33, a copy of the bid contract Form NCR-867, a copy of Form 1036, and a copy of Form NCR-871, or (NCR-671) should be placed in a folder and secured by an ACCO fastener. The bid abstract should appear first in the file. The tab on the folder should bear the name of the county, the name of the contractor, and the contract number.
  - (2) Rejected Bids - These should be filed by counties in a folder immediately following the accepted bid folder.
12. Readvertising. In the following cases the State committee will authorized the county to readvertise:
- a. All Bids Originally Rejected - Where the State committee has rejected all bids received under a prior advertisement and the State committee believes that readvertising may establish satisfactory sources of supply.
  - b. Original Supply Exhausted - Where the amount offered by the accepted contractor has been ordered and sufficient additional material cannot be secured through an increase in his contract or by negotiating a new contract.
  - c. Contract Terminated Before Completion Thereof - Where the contract has been terminated for any reason.
13. Increasing Amount of Material to be Delivered Under the Contract.
- a. The amount of material offered by the bidder may be increased by mutual consent of the contractor and the contracting officer when the contractor agrees to provide more material at the same price or a lower price, and the county committee determines that this is the best price that can be currently obtained. If an increase in the amount of the contract is desired, the county committee should forward the State committee the following:
    - (1) A memorandum giving the additional amount needed and stating that the price offered is the best price that can be currently obtained.
    - (2) Attached to the above memorandum a statement from the contractor setting out:
      - (a) That he agrees to deliver material meeting the specifications provided in the original contract at the same or a lower price. (Giving the price and contract number).
      - (b) The amount he agrees to furnish.
  - b. If it appears that it might be possible to secure a better price through readvertising, the county committee should request authority from the State committee to readvertise.



- c. The Walsh-Healey Act applies to all contracts where the amount of the contract may exceed \$10,000. In the case of increasing an agreement where the increase may result in the value of the agreement being in excess of \$10,000, the Walsh-Healey Act will apply to the amount of increase and the undelivered portion of the original contract at the time of increase. It is necessary that the contractor sign a statement agreeing to comply with the provisions of the Walsh-Healey Act. If the contractor will not agree to comply with the provisions of the Walsh-Healey Act, it will be necessary to limit the increase in the contract so that the total amount of the contract will not exceed \$10,000.
14. Treating Offers to Decrease Price After Award - After an award has been made, the contractor may offer to decrease his contract price for a temporary period or for the duration of the contract, and the Government has the right to accept his offer since it is obviously to the advantage of the Government. If a temporary decrease is offered, the contract may later be increase up to but not to exceed the price contained in the original award, provided the language used does not preclude a later increase of price. An example of an offer for a temporary decrease in price is the statement, "Until further notice my price should be decreased \$0.25 per ton." If the contractor furnishes a statement which does not limit the reduction to a temporary period, such as "From now on until the end of my contract my price should be reduced \$0.25 a ton," then under no circumstances can it be increased to the original price. In all cases, offers to decrease prices must be in writing, signed by the contractor, and transmitted immediately to the State Office. A letter of acceptance shall be written by the contracting officer to the contractor. One signed copy thereof together with the original of the offer shall be forwarded to the General Accounting Office, Washington, D. C., also copy of the offer and a copy of the acceptance shall be forwarded to the North Central Division. The same procedure must be followed in connection with subsequent increases in price. County office records shall be changed as soon as the decreases or increases are properly approved by the State office.
15. Walsh-Healey Act - A copy of the stipulations under the Walsh-Healey Act shall be furnished prospective bidders if the amount of material to be used in the county may exceed \$10,000 in value. The copy of the stipulations shall constitute a part of all contracts accepted where the amount to be furnished may exceed \$10,000 in value.
16. Preparation of PC-1 "Notice of Award of Contract" - Form PC-1 shall be prepared for each contract subject to the provisions of the Walsh-Healey Act as follows:
- a. In quintuple. Disregard notation on PC-1 as to number of copies.



- b. Fill in blanks with information requested. Since no minimum wage has been determined by the Secretary of Labor the word "no" should be entered in the blank space of the following sentence, "Minimum wage determination of the Secretary of Labor in the \_\_\_\_\_ industry made part of contract."
  - c. The original and first carbon copy of Form PC-1 should be signed by the contracting officer.
  - d. Distribution - The original and the first three carbon copies shall be forwarded to Public Contract Section, Wage Hour and Public Contracts Division, Department of Labor, Washington, D. C. The remaining carbon copy shall be retained in the State office files.
17. Preparation of Forms PC-13 - Poster - Forms PC-13 shall be sent to contractors subject to the provisions of the Walsh-Healey Act in conformance with the following procedure:
- a. The word "has" in the sentence "A minimum wage has (has not) been determined by the Secretary of Labor for the industry," shall be crossed out by the contracting officer before sending the poster to the contractor.
  - b. Two posters for each plant shown on Form PC-1 as supplying material shall be furnished the contractor.
  - c. A separate letter of transmittal containing information relative to the keeping of employment records required under the Act available for inspection by authorized representatives of the Secretary of Labor shall be sent to the contractor for each plant. (See sample letter attached.)
  - d. When name or address of the plant furnishing the material is different from that of the contractor, add the following note to the bottom of the letter of transmittal: For posting at (name) (address). Where a contractor is a manufacturer the posters are for display in his plant regardless of the type of delivery involved. Where a dealer bids on a delivered basis, the posters are for display at his place of business. If, however, a dealer bids a price f.o.b. the quarry of a limestone producer, then the posters are also for display at the quarry.
18. Transfer of Interest in Contract -
- a. If a contractor desires to transfer the interest of his contract to another person, he should be advised that such procedure is not permissible except in cases which come under the provisions of Paragraph 26 (Contracts-Assignment) on Page 120 of U.S. Department of Agriculture Procurement Manual, Part II, Contracting Procedure.



- b. The estate of a deceased contractor may transfer the balance of the contract to a substitute contractor as provided by the instructions in Section IX, paragraph L, Item 4, of this procedure.
- c. In the event of the transfer of a source of supply contract in disregard of the instructions referred to above, the State office should be advised immediately in order that the contract may be terminated. Payments due under a contract may be assigned. Such assignment shall be made in conformance with the procedure set forth in Section IX, Par. G, herein.



SECTION V. - ELIGIBILITY.

- A. Conservation Materials. Any farmers who intends to participate in the Agricultural Conservation Program and who is not indebted for conservation materials furnished under a previous program may, upon his request, be furnished conservation materials in lieu of part or all of his payment.
1. Amount of Materials. The total value of the materials furnished to any person shall not exceed the payment which the county committee believes will be earned by such person by the performance of regular practices plus the application of liming materials , in Wisconsin, minus the amount of such payment which has been assigned, and the amount of such person's indebtedness appearing in the register of indebtedness.
  2. Kinds of Materials. A producer may be furnished more than one kind of material, provided the total value of the materials furnished is not in excess of the limitations set forth in this section.
  3. All Materials Farms. The filing of an application for payment will not be required for any farm with respect to which the maximum payment for regular practices (plus the application of liming materials in Wisconsin) without including the small payment increase, is not in excess of \$40. provided:
    - (a) No person who has an interest in the payment for the farm has assigned his payment or is indebted to the United States as indicated by the register of indebtedness.
    - (b) The request for materials indicates that the materials are to be furnished in lieu of all payment on the farm.
    - (c) The materials furnished are not misused.
    - (d) No claim will be made by the producer for payment for the performance of any special practice. Except the application in Wisconsin of liming materials in Wisconsin.
  4. Deduction for Materials. Wherever materials are furnished, a deduction shall be made in an amount determined by the Agricultural Adjustment Agency. If the producer misuses any such material, an additional deduction for the material misused, equal to the amount of the original deduction for the material, shall be made. The deduction for materials shall be made from any payment to the person who obtained the materials, but if the amount of the materials exceeds the amount of payment for the producer, the amount of the difference shall be paid by the producer to the War Food Administration.



## SECTION VI - COUNTY OFFICE PROCEDURE - LIMING MATERIALS

- A. Ordering Liming Materials other than by Rail - For delivery of liming materials other than by rail the following forms will be used by the county office and the contractor:

ACP-64-NCR - "Request for Conservation Material"  
NCR-663 - "Delivery Receipt, other than Rail Shipments"  
NCR-664 - "Contractor's Delivery Summary"

1. ACP-64-NCR, "Request for Conservation Material or Service" - should be prepared as follows:
  - a. Enter in the spaces provided in the upper right corner the name of the applicant, the State and county code numbers, and the farm number. Make no entry in the blank "Request for Shipment Number".
  - b. Enter "Yes" or "No" in the blank space following "All payment in materials \_\_\_\_\_", whichever is applicable.
  - c. Enter the program year during which the material is to be used in the proper space.
  - d. Enter the proper information in the blank spaces of the table.
  - e. Enter the address of the applicant in the proper space.
  - f. Enter the location of the farm in the proper space, giving sufficient information that the contractor will have no difficulty in locating it.
  - g. The applicant should date and sign the request in the spaces provided.
  - h. A member of the county committee should enter the date and sign the request if satisfactory in the space provided.
2. ACP-64-NCR - Distribution
  - a. The original should be held in the county office until Form NCR-664, "Contractor's Delivery Summary", and related Forms NCR-663, "Delivery Receipt" are received.
  - b. The carbon should be forwarded to the contractor except where the producer desires to go to the source of supply for material, in which case he should be given the carbon copy for delivery to the contractor.



- c. The original Forms ACP-64-NCR should be checked against Forms NCR-663 and NCR-664. If the producer delivered a smaller quantity than the amount requested on Form ACP-64-NCR, correct the ACP-64 to show the actual quantity and value of the material delivered. If the amount delivered is larger than the amount ordered, correct the NCR-664 to conform with the amount ordered on ACP-64 and notify the contractor of the correction. After checking the original Form ACP-64 against Forms NCR-664 and NCR-663 file the original ACP-64 in the register of indebtedness file.

3. NCR-663, Delivery Receipt -

- a. Form NCR-663 will be filled out in triplicate by the contractor, and the farmer or his authorized agent will sign in the lower right corner.
- b. The originals will be attached to the contractor's delivery summaries, NCR-664, and be forwarded to the county office at periodic intervals. The first copy of Form NCR-663 will be given to the farmer and the last copy will be retained by the contractor.

4. NCR-664, Contractor's Delivery Summary -

- a. Four copies of this form are filled out by the contractor.
- b. The original and two copies will be forwarded to the county association and one copy will be retained by the contractor.
- c. When received in the county office, Forms NCR-663 and NCR-664 shall be checked against Forms ACP-64 to determine that deliveries have been made in accordance with the approved requests. If Form NCR-664 shows deliveries in excess of the amount ordered on the related ACP-64, Form NCR-664 shall be corrected accordingly and the contractor shall be notified. Such corrections on the NCR-664 shall be initialed by the contractor before this form is submitted to the State office. In cases where the amount delivered was less than the amount ordered, the Form ACP-64 shall be reduced to the amount delivered.
- d. The county office shall check each ACP-64 against the NCR-664 and complete column 3 of NCR-664, Revised, by answering "Yes" or "No" to show whether the farm is an "All Materials" farm. On old sets of Form NCR-664 a column should be ruled off just after the column for the farm number and headed "All Materials Farm", "Yes or No".
- e. After thoroughly checking Forms NCR-664 against Forms ACP-64 and NCR-663, the original and one copy shall be forwarded to the State office. One copy shall be retained for the county association file.



B. Ordering Liming Materials by Rail - For delivery of liming material by rail the following forms will be used:

NCR-881 -Summary of Requests  
ACP-64-NCR -Request for Conservation Material or Service  
ACP-67 -Receiving & Inspection Report

1. NCR-881, "Summary of Requests", should be prepared as follows:

a. Enter in the applicable spaces:

- (1) Name and code number of State and county
- (2) Type of material (Limestone, Lead mine refuse, etc.)
- (3) Amount desired
- (4) Date delivery desired
- (5) Name of consignee
- (6) Address of consignee
- (7) Name of railroad
- (8) Actual point of delivery

b. A member of the county committee should sign in the space provided.

c. Forward the original and first copy to the State office. Retain the other copy in the county office.

2. Form ACP-64-NCR, "Request for Conservation Material or Service.

a. This form will be prepared in the same manner as described under paragraph 1, a, of this Section.

b. When Form NCR-881 is returned by the State office the Aaa number appearing thereon should be entered in the space provided in the upper right hand corner of Form ACP-64.

c. When the material is delivered to the farmers at the railroad siding the consignee will obtain the signature of each farmers in the space provided on the reverse of the original Form ACP-64.

d. The original Form ACP-64 will be filed in the register of indebtedness file. The copy may be given to the farmer.

3. ACP-67, "Receiving and Inspection Report".

a. Upon arrival of a shipment the consignee will notify all producers who have requested material.



- b. Acknowledge receipt of the material by preparing a receiving and inspection report, Form ACP-67. Forms ACP-67, Revised June 18, 1940, should be used for cases where no shortage is involved until the supply of Forms ACP-67 on hand has been exhausted. Forms ACP-67, Revised November, 1943, shall be used whenever a shortage is involved.
- c. Prepare Form ACP-67 in the following manner:
  - (1) Enter the names of the county and state and the applicable code numbers in the space provided.
  - (2) Enter the "Aaa Request for Shipment No." in the space provided. Immediately following this number enter the bill of lading number preceded by the symbol "B/L".
  - (3) Enter in the spaces provided the date received, the quantity received (actual tons or yards received), the name of the material, the name of the contractor from whom received, the actual point of delivery, and the name of the railroad.
  - (4) Make no entry in the space provided for the zone in which the farm is located.
  - (5) Place check marks in the applicable blocks regarding point of delivery, type of material (bagged or bulk); and type of bag.
  - (6) Enter in the spaces provided the railroad car initials and the car number, and enter a check mark to indicate the type of car used.
  - (7) Enter the railroad waybill number and its date, and the deliver agent's freight bill number and its date.
  - (8) Place a check mark in the applicable block to indicate whether a sample was taken on delivery.
  - (9) Under "Remarks" for shipments of liming materials only, state whether a deduction has been made from the vendor's voucher, in addition to any other pertinent information.
  - (10) In the event of loss, damage, or shortage, answer the questions on the reverse of the form and have the form notarized.
  - (11) The certification at the bottom of page 1 of the form shall be completed by the consignee.
- d. Distribution of Form ACP-67.
  - (1) Forward the original and two copies to the State office.
  - (2) File one copy in the county office.



4. Completion of Form NCR-881 to cover deliveries to farmers.

- a. Form NCR-881 at this time will be prepared in duplicate.
- b. After the material is receipted for by the farmers on Form ACP-64, the table covering "Farm No., etc." should be completed as follows:

- (1) Farm No. - enter the farm number appearing on the related ACP-64.
  - (2) Name - enter the name of the applicant appearing on the related ACP-64.
  - (3) All Materials - If the material is furnished on an "All Materials" farm answer "Yes" in column provided. Otherwise, "No".
  - (4) Unit Price - enter the total price per ton or cubic yard.
  - (5) Units - enter the number of tons or cubic yards.
  - (6) Total cost - enter the total cost as shown on Form ACP-64
- c. Obtain a total for the "Total Units" column and enter it in the same column opposite the words "Total distributed". (Note: The total distributed should equal the total amount shown received on Form ACP-67.)
  - d. The original should be forwarded to the State office with Form ACP-67.

5. Supervising Distribution of Conservation Materials by Consignee.

The consignee will supervise the distribution of conservation materials to see that each producer receives the amount requested on Form ACP-64. Consignee will arrange for the use of a scale if possible for weighing any bulk material which is received. Where scales are not available, the division of the material among the producers may be handled in any manner satisfactory to all interested parties.

C. County Office Records & Reports for liming materials. The following forms will be used for county records and reports:

- NCR-877 - Record of Liming Material Orders Taken.
- NCR-878 - Record of Contractor
- NCR-879 - Contractors Progress Record
- NCR-869 - County Liming Materials Report

Copies of these forms will be found in the back of this book and the procedure for preparation will be found typed on the face or on the reverse of each form. The information on Forms NCR-877 and NCR-879 will be used by the county in preparing Form NCR-869, "County Liming Materials Report". Form NCR-869 should be prepared by each county as of the 20th of each month and should be promptly submitted to the State office.



SECTION VII. - COUNTY OFFICE PROCEDURE - SUPERPHOSPHATE - This material shall be handled and distributed by local dealers unless the county committee receives permission from the State office to continue their present method of handling and distributing.

A. Forms NCR-881, ACP-64, and ACP-67 shall be used in ordering superphosphate from the State office.

B. Forms NCR-881, ACP-64, and ACP-67 shall be prepared as set forth in Section VI, paragraph B, Ordering Liming Materials by Rail, except:

1. As modified by paragraph C below, Dealer Handling of Superphosphate
2. Form NCR-881 shall be prepared at the end of each month and forwarded to the State office until the entire amount receipted for on Form ACP-67 is accounted for.

C. Dealer Handling of Superphosphate

1. County offices will enter into contracts with local dealers for receiving, distributing and storing superphosphate, mixed fertilizer and raw rock phosphate. Form NCR-708, "Handling and Distribution Contract", will be used for this purpose.
2. Placing of Orders by County Committee. - The county office will order material from the State office by means of Form NCR-881, "Summary of Requests", showing the dealer as consignee. When the order has been placed by the State office and the original copy of Form NCR-881 has been returned to the county office, the county office will notify the dealer that the order has been placed and will furnish him with the approximate date he may expect the car to arrive.
3. Form ACP-67, "Receiving and Inspection Report". - As soon as possible after receipt of a carload of material, the dealer shall determine the amount and condition of the material received and shall submit the original and two copies of Form ACP-67, "Receiving and Inspection Report" to the county office not later than two days after the car is unloaded. The county office shall examine the form to see that it has been properly completed, detach one copy, forward one copy to the State office and transmit the original directly to the Control Accounts & Audit Section, Agricultural Adjustment Agency, 1037 North High Street, Columbus 1, Ohio. Any correspondence regarding Forms ACP-67 transmitted to the Control Accounts & Audit Section by County offices should be between the Control Accounts & Audit Section and the State offices.
4. Forms ACP-64, "Request for Conservation Material or Service". - The county office will take orders from farmers on Forms ACP-64, "Request for Conservation Material or Service". If the material is at the warehouse at the time the Form ACP-64 is signed by the farmer, the original and copy of the form may be given to the farmer for him to take to the dealer. The copy may be retained by the farmer, but the original of the form shall be signed by him and turned over to the dealer. If the material is not available at the time the ACP-64 is signed by the farmer, a copy thereof



shall be given to the farmer and, when the material has been ordered by the State office, the original shall be forwarded to the dealer so that he may notify the farmer when the material arrives. When the material is delivered the dealer shall obtain the farmer's receipt therefor on the reverse of Form ACP-64.

5. Record of ACP-64's in Hands of Farmers or Dealers. - The county office shall maintain a record of Forms ACP-64 in hands of farmers and dealers.
6. Receipted Forms ACP-64. - The dealer shall promptly submit to the county office receipted Forms ACP-64. Once each month such deliveries shall be summarized by the county office on Form NCR-881, the original of which shall be submitted to the State office. The copy shall be retained in the county office files. The first summary of deliveries shall be on the original copy of the NCR-881 ordering the material from the State office, and the copy to be retained by the county office shall be on the copy retained in the county at the time the order was placed. In months other than the one covered by the first summary new copies of the form should be utilized. One copy of the form is superfluous in these cases and may be used in any manner the county may see fit.
7. Failure of Farmer to Call for Material. - When a farmer fails to call for material he has ordered within fifteen days after he has been notified of its arrival by the dealer, the dealer shall return the ACP-64 promptly to the county office. This order may not be placed again with the dealer until after all orders on hand in the county office at the time it is returned have been placed with the dealer.
8. Inspection of Material. - The county office will periodically inspect and take an inventory of the material in storage.
9. The contractor will bill the association at the end of each month for material delivered to farmers during the month.
10. Preparation of Form NCR-708, Handling and Distribution Contract.
  - a. Form NCR-708 shall be prepared in duplicate. The form shall be prepared to show the name and address of the County Agricultural Conservation Association, the name and address of the dealer with whom the contract is made, the point to which the shipments are to be sent, the handling cost per bag of 100 lbs., the address of the warehouse, and the period of time covered by the contract.
  - b. Both copies of the contract shall be signed by the dealer and by the chairman of the county committee, and then forwarded to the State office for approval. A representative of the State office, if the contract is satisfactory, shall sign both copies of the contract and enter the date of approval thereon. Both copies shall then be returned to the county office. The State office will maintain a record of approved contracts.
  - c. The original of the contract shall be filed in the county office and the copy thereof sent to the dealer.



## SECTION VIII. STATE OFFICE PROCEDURE

### A. For Rail Deliveries of Liming Materials and Superphosphate.

1. Upon receipt of the original and one copy of Form NCR-881 from the county office, the State office shall assign an Aaa number. Numbering shall be in the chronological order of receipt of Forms NCR-881 from the counties.
2. A register of Aaa "Request for Shipment" numbers will be maintained by the State office. Aaa numbers should be assigned to Forms NCR-881 in consecutive order beginning with number 1 and preceded by the symbol Aaa and State code - for example: Aaa-33-1, Aaa-33-2, etc. In assigning Aaa numbers particular care should be exercised to avoid duplication.
3. At the time Form ACP-130 is prepared and forwarded to the contractor, the State office shall enter on Form NCR-881 in the space above the entry identified by "Date delivery is desired," the following information:
  - a. Date order was placed with contractor.
  - b. Approximate date material will be shipped.
4. The original Form NCR-881 should be returned to the county office and the carbon copy retained in the State office.
5. Form ACP-130, "Request for Shipment" - This form will be prepared by the State office from Forms NCR-881 received from the county office in the following manner:
  - a. Enter the applicable year in the space provided to the left of the word "Program."
  - b. Enter the name of the city and State in which the State office is located in the space provided for State office.
  - c. On the line provided for the date enter the date on which the form is forwarded to the contractor.
  - d. On the line identified by "To:" enter the name and mailing address of the contractor.
  - e. Immediately to the right of the words "You are requested to furnish" enter the total amount and complete description of the material and the contractor's shipping point. For example:  
"\_\_\_\_\_ tons of 20% bagged superphosphate, F.O.B., Detroit, Mich."
  - f. In the space to the left of the word "For" enter "During January 1944" or whichever month and year is applicable.
  - g. In the space to the right of the word "For" enter the name of the State.



- h. In the space to the right of "Contract No. Als" enter the contract number. In the case of limestone delete "Als" and enter the limestone contract number.
- i. In the body of the form make entries from Form ACP-881 as follows:

Name - Name of county.  
 Code - County code number.  
 County No. Aaa - Aaa request for shipment number  
 Tons - Total tons covered by the order.  
 Bill of Lading No. - Number of the Bill of Lading covering the shipment.  
 For Delivery to or R.R. Destination - Final carrier as requested by the county. (Destination will be shown on Bill of Lading).  
 Delivery Date Desired - Date delivery desired in county.  
 Remarks - Leave blank.

- j. If more than one set of forms is required to list all orders for a particular month's allocation from a particular contractor, the sheet totals and cumulative totals should be entered only on the carbon copies.
- k. The form shall be signed by an authorized person in the State office.
- l. Distribution - The original shall be forwarded to the contractor together with the related partially completed Bills of Lading. The yellow copy shall be retained by the State office. The blue copy, covering orders for superphosphate or rock phosphate, shall be forwarded to this office. The pink copy is superfluous and may be used by the State office for any purpose they see fit. It will not be necessary to prepare a letter of transmittal for forwarding copies of the form to the contractor or to this office.
- m. Form ACP-130 is being reprinted and the last two columns of the yellow copy will be changed and headed as follows:

		ACP-67		Amount
Date	From	To	of	
Received	County	Audit	Shortage	
:	:	:	:	:
:	:	:	:	:
:	:	:	:	:
:	:	:	:	:

Until such time as the present supply of the forms is exhausted the State office should prepare the yellow copy as shown above for use in the State office as a record of the date shipment was received, date ACP-67 received from county. Subsequent to the date Form ACP-130, Revised, was forwarded to the printer, we have received instructions directing that Forms ACP-67 for superphosphate and raw rock phosphate be forwarded by county offices directly to the Control Accounts & Audit Section. Therefore, no entry will be made by the State office in the column headed "To Audit".



6. Government Bills of Lading.

a. New bills of lading will be used beginning not later than July 1, 1944, and will consist of the following:

- (1) An original U.S. Government Bill of Lading (Form 1103)
- (2) A shipping order (Form 1104)
- (3) A U. S. Government Freight Waybill original (Form 1105)
- (4) A U. S. Government Freight Waybill - carrier's copy (Form 1106)
- (5) Six memorandum copies of the U. S. Government Bill of Lading (Form 1103a)

b. The bills of lading should be prepared as follows:

- (1) Enter in the space "Name of Initial Transportation Company" the name of the originating carrier. The policy with respect to shipping Government freight is to divide the business equally, so far as possible, among all railroads serving the plant of the shipper, except that for shipments where the final carrier also serves the plant, the originating and final carrier should be the same.
- (2) Make no entry on the line "Stop this car at        for       ".
- (3) On the line marked "Consignee" enter the name of the consignee, and the consignee's address.
- (4) On the line marked "Destination" enter the actual point of delivery.
- (5) On the line marked "Via" enter the words "Cheapest Route".
- (6) Make no entry after the words "Pick-up Service at Origin".
- (7) On the line marked "From (Shipping Point)" enter the address of the plant furnishing the material.
- (8) On the line marked "From (full name of Shipper)" enter the name of the company with whom the order is being placed.
- (9) If the information has not been overprinted on the form, enter on the line "Charges to be Billed to (Department or Establishment and Bureau or Service and Location)" the following:  
"Control Accounts & Audit Section, Agricultural Adjustment Agency, 1037 North High Street, Columbus, Ohio".
- (10) On the line marked "Appropriation Chargeable" enter the applicable appropriation number, the account symbol number, the point symbol number, the State and county code, and the Aaa order number.



(11) On the line marked "Issuing Officer" enter the name of the State followed by "Agricultural Conservation Committee".

(12) On the line marked "Name and Title of Issuing Officer" enter the name and title of the person designated to issue bills of lading.

(13) In the block for the certificate of Issuing Officer enter on the line for the "Contract Number or Purchase Order No." the number of the contract under which this material will be shipped.

(14) Enter after the word "Dated" the date the contract was awarded.

(15) On the line marked "F.O.B. Point Named in Contract", enter the address of the point from which the material will be shipped.

(16) The person designated to sign bills of lading should sign on the line marked "Signature of Issuing Officer".

(17) No further entries should be made.

#### c. Distribution of U. S. Government Bill of Lading.

(1) The last two memorandum copies of the bill of lading should be removed by the issuing office, and the remainder of the set transmitted with Form ACP-130 to the contractor. The one copy should be filed in the State office; the other copy is superfluous.

#### d. Duties of Contractor:

(1) The contractor receiving the bill of lading will complete it when the material is being shipped and distribute the copies in accordance with instructions on the forms.

#### e. Duties of Consignee.

(1) The consignee will retain the original and the memorandum copy of the bill of lading mailed to him by the contractor pending receipt of the shipment.

(2) When the material arrives the consignee will check the amount and condition of the shipment, and in the case of loss, damage, or shortage, will complete the Report of Loss, Damage or Shortage on the reverse of the original bill of lading.



Form ACP-67, "Receiving and Inspection Report" should be completed as soon as possible to cover each shipment.

- f. Standard Form 1107, "Temporary Receipt in Lieu of U.S. Government Bill of Lading", may be used by the consignee to obtain delivery from the carrier in the event a bill of lading is lost.
  - g. Standard Form 1108, Certificate in Lieu of Lost U. S. Government Bill of Lading, shall be issued in event the original bill of lading is lost, by the office which prepared the original bill of lading.
7. ACP-88 or ACP-88, Revised, Oath of Office.  
The person designated by the county office as consignee must have executed an ACP-88 or ACP-88, Revised, in order to be eligible to act in this capacity, unless such person has signed a dealer handling contract (Form NCR-708).
  8. Form NCR-882, "State Superphosphate Record". The State office will maintain on this form a record of the distribution of shipments of superphosphate or rock phosphate. A sample of the form appears in the back of this book and instructions for its use appear on the reverse of the sample.
  9. Form NCR-883, "State Record of Contractor" will be used by the State office to maintain a record of liming material furnished under each contract. A sample of the form appears in the back of this book and instructions for its use appear on the reverse of the sample.
  10. Form NCR-870, "State Conservation Materials Report", should be prepared by each State office and forwarded to this office as soon after the 1st of each month as possible. A sample of the form appears in the back of this book and instructions for its use appear on the reverse of the sample.



## SECTION IX - Payment to Contractors.

A. General Plan.

1. Other Than Rail Deliveries - Vouchers will be prepared in the State office from contractor's delivery summaries for other than rail shipments for conservation materials furnished under contracts awarded by the State contracting officer.

The State office will receive Form NCR-664, "Contractor's Delivery Summary", together with related Forms NCR-663, "Delivery Receipt", and Form ACP-64, "Request for Material". Individual Forms NCR-663 will be compared with the corresponding Forms ACP-64 to determine that the producers received the correct amount of material ordered and the type delivery requested. Form NCR-664 will be checked for correct preparation against supporting Forms NCR-663 and ACP-64. Form NCR-664 will be checked against the contract in accordance with this procedure. Public Voucher, Standard Form 1034, will be prepared and scheduled on Standard Form 1064, certified, and forwarded directly to the Regional Disbursing Office for payment.

2. Rail Deliveries

- a. Vouchers for rail shipments for material furnished under contracts awarded by the State contracting officer will be prepared in the State office.

Form ACP-67, "Receiving and Inspection Report", will be received in the State office and checked against the State office copy of the related Form ACP-130, "Request for Shipment", to determine that the actual amount ordered was received in a satisfactory condition. The State office will prepare Public Voucher, Standard Form 1034, and mail it to the contractor for signature. When the signed voucher is returned to the State office it will be scheduled on Standard Form 1064 certified and forwarded to the Regional Disbursing Office for payment. Instructions for submitting vouchers and related papers will be furnished by the Washington office to contractors for contracts awarded by the Washington office.

- b. Vouchers for rail shipments for material furnished under contracts awarded by the Washington office will be prepared by the contractor and submitted to Thomas Smart, Chief, Control Accounts and Audit Section, Agricultural Adjustment Agency, 1037 N. High St., Columbus, Ohio.

B. Checking NCR-664 against Contract - Determine:

1. That the name of the contractor appearing on NCR-664 is exactly the same as the name of the contractor appearing on the contract. If they do not agree, and it is ascertained that the name as shown on the contract is in error, a statement requesting correction of the name as appearing on the contract should be obtained from the contractor. This statement should be forwarded to the Chief, Contract Examining Section, General Accounting Office, Washington, D. C.

2. That the contract number appearing on NCR-664 is the same as that appearing on the contract.
3. That the unit prices per township are the same as the unit prices shown on the contract.
4. That deliveries were made in townships authorized by the contract.
5. That "Yes" or "No" has been entered in the column headed "All Materials Farms."
6. Checking Form NCR-664 - Determine:
  - a. That the names of the State and county are shown.
  - b. That the township name, the farm number, and the complete name of each producer receiving material are shown.
  - c. That any changes or erasures have been initialed by the payee, or his representative.
  - d. That column 6 multiplied by column 7, 9, or 11, equals the total cost shown in column 8, 10, or 12, and verify column totals.
  - e. That date of delivery on Forms NCR-664 is not earlier than date of award. Payment cannot be made for material delivered prior to date of award.
  - f. That the signature of the contractor or his representative appears on the face of the form under the certification:

I certify that the above bill is correct and just; that payment therefor has not been received; that all statutory requirements as to American production and labor standards, and all conditions of purchase applicable to the transactions have been complied with; and that State or local sales taxes are not included in the amounts billed.

C. Preparation of Public Vouchers, Standard Forms 1034.

1. Standard Form 1034, Revised May 26, 1938, should be used.
2. Prepare original and one memorandum copy, 1034a.
3. Leave blank space headed "D.O. Vou. No."
4. In the blank headed "Bu. Vou. No." enter the Bureau voucher number, established as follows:

Each State should establish a register of voucher numbers, prefixed by the State and county code numbers, and followed by a serial number. This number, beginning with the figure "1" and following numerically, will be shown on all copies of the vouchers prepared and on all copies of Forms NCR-664



or other supporting forms. For example, if the first voucher to be certified covers deliveries of liming materials in Adair County, Missouri, the Bureau voucher number will be 44-001-1. It will not be necessary to maintain a voucher register by counties. Thus, the second voucher number covering deliveries made in Adair County might be 44-001-23.

5. On line headed "U.S." insert "Department of Agriculture, AAA".

Department of Agriculture has been printed on some voucher forms and "AAA" omitted. Be sure to include "AAA".

6. On line headed "Voucher prepared at" enter the name of the city in which the State office is located and the date of preparation.

7. On line headed "The United States, Dr." "To" enter the name of the payee as shown on Form NCR-664.

For rail deliveries the contractor's name will be shown in this space exactly as shown on Standard Form 33.

8. On line headed "Address" enter the address of the payee.

9. Leave blank the space following "Payee's Account No."

10. Leave blank the block headed "Paid By".

11. Leave blank the block headed "General Accounting Office Preaudit".

12. In the space headed "Terms...%...Discount Cash...days", enter the percentage and the number of days in which the discount is effective, if the contract provides for a discount.

13. Leave blank the column headed "No. and Date of Order".

14. In the column headed "Date of Delivery or Service", indicate the dates of the period covered by Form NCR-664. For rail deliveries indicate the date the material was received in the county as shown on Form ACP-67.

15. In the column headed "Articles or Services", describe the material furnished.

This description must be sufficient to identify the material furnished as being the same as covered by the contract, i.e., ground limestone, marl, paper mill refuse lime, etc. "Liming materials" or other general descriptive phrases are not acceptable.

16. In the column headed "Quantity" enter the number of tons or cubic yards delivered, as shown on Form NCR-664.

17. Make no entry in the column headed "Unit Price", subheaded "Cost".
18. Make no entry in the column headed "Unit Price", subheaded "Per".
19. In the column headed "Amount", enter the total amount claimed as shown on Form 664.
20. For deliveries by rail only, the following certification must appear written across the face of the voucher, "I hereby certify that the above bill is correct and just; that payment therefor has not been received; that all statutory requirements as to American production and labor standards, and all conditions of purchase applicable to the transactions have been complied with; and that State or local sales taxes are not included in the amounts billed".
21. For deliveries other than by rail, it is not necessary to insert the additional certification mentioned in item "20" since it appears on Form NCR-664 over the signature of the contractor.
22. In the blank headed "Shipped From" show the shipping point as stipulated in the contract. This information need only be supplied where a claim is made for f.o.b. quarry type of delivery.
23. The spaces headed "To", "Weight", and "Government B/L No." will be completed only when rail deliveries are made.
24. The space headed "Total" under column "Amount" will indicate the total amount of money claimed.
25. The space headed "Payee":
  - a. For deliveries other than rail enter "See Form NCR-664 attached".
  - b. For rail deliveries only, payee's signature or signature of his authorized representative must appear in this space.
    - (1) In cases where an authorized representative of the payee signs in this space, the signature should be made on the line headed "Per" and his title indicated on the blank headed "Title".
    - (2) For other than rail deliveries the signature of the payee is not required on Form 1034 since the payee's signature will appear on Form NCR-664.
26. Complete block headed "Differences".
  - a. If a "Difference Statement" is issued, deduct the



amount of such difference from the total amount of the voucher and place the result in the space "Account verified; correct for".

- b. If a discount is offered, place the word "Discount" opposite the amount of the discount in this space, and deduct the amount of such discount from the total amount of the voucher, and place the result in the space "Account verified; correct for".
27. Leave blank the line headed "(Signature or initials)".
28. In the blank headed "Contract No." and "Date" enter the contract number and date of contract.
29. Leave blank the spaces headed "Req. No.", "Date", and "Invoice Rec'd".
30. In the space headed "Approved for"..." enter the amount of money for which the voucher is finally approved. This amount must agree with the amount shown opposite "Account verified; correct for".
31. The line opposite "(Sign original only)" is reserved for the signature of the certifying officer and his title.
32. In the block headed "Accounting Classification" insert the appropriation and the acct. symbol number, and the appropriation title.
  - a. Definite Quantity Contracts. The appropriation will be obligated for the entire cost involved at the time the contract is awarded. If a definite quantity contract is awarded on or prior to June 30, 1944, the appropriation and symbol number are: 1242215(21).031-0664. You will be notified of the appropriation number for the 1945 fiscal year when it is assigned.
  - b. 1944 Indefinite Quantity Contracts. For indefinite quantity contracts the appropriation will be obligated at the time orders are placed with contractors. Consequently for indefinite quantity contracts the date on which orders are placed with contractors will govern the appropriation to be obligated.
  - c. The date on which a shipment is to be shipped will govern the appropriation number to appear on the bill of lading.
33. Mailing Slip Form AD-105 should be completed as follows and attached to the original of the voucher:
  - a. On line above (Bureau Office) enter "Agri. Adj. Agency," followed by the name of the State office.

- b. Leave blank the space following "Department's Purchase Order No."
- c. In the space following "Place of Delivery or Service" enter the name of the county to which the material was delivered.
- d. Leave blank the space following "Payee's Reference No."
- e. In the space following "Date or Period", enter the dates of the period covered by the voucher.
- f. The block reserved for the address should show the name and address of the payee exactly as is shown on the face of the voucher.

#### D. Discounts.

- 1. Claims submitted by contractors offering a discount must be given special handling in order that payment can be made within the discount period. In the event a discount is lost due to improper handling, it will be necessary for the certifying officer to prepare a statement explaining the reason for such loss. If this explanation indicates negligence on the part of the employees handling the vouchers, it will be necessary that the responsibility be fixed and the Government reimbursed for the discount lost.
- 2. Discount periods will be figured from the date a properly executed invoice (Form NCR-664) or voucher is received in the county office for other than rail shipments. In the case of rail shipments the date the material is received at the destination as evidenced by Form ACP-67 will be used. If it becomes necessary to return the claim to the contractor due to the fact that the claim has not been properly submitted, due to his error, or if there is a delay on the contractor's part in returning the voucher, the discount period will begin upon receipt of the correct form in the county or State office as the case may be.

#### E. Deductions on Vouchers.

##### 1. Reasons for Making Deductions -

- a. When Form NCR-664 claims payment for more material than is receipted for on NCR-663.
- b. When contractor claims at a rate in excess of that stipulated by contract.
- c. When shortages in material are reported for which the contractor is definitely responsible. (Shortages for which the carrier is responsible should not be deducted from the contractor's bill.)



d. Material does not meet specifications.

2. Method of Making Deductions -

a. In all cases where the audit reveals that a bill will be certified in an amount different from the amount claimed, a "Difference Statement", Form NCR-874 (referred to in above procedure as "Difference Statement", with no reference as to form number), will be prepared in triplicate, describing the deduction made on the face of the voucher.

b. This form will be completed as follows:

1. Enter payee's name exactly as it appears in the contract and on the voucher.
2. Enter the period of voucher or date of service.
3. Enter the date of preparation.
4. Enter the amount claimed.
5. Enter the amount certified.
6. Enter the amount deducted.

This difference must be supported by the computation by which the approved amount is derived, the explanation of the error, or a statement of the circumstances or conditions upon which the deduction is based.

c. Distribution of "Difference Statement":-

1. Original should be attached to the voucher to accompany it through the payment procedure.
2. One copy mailed direct to payee.
3. One copy to be attached to the copy of the voucher remaining in the State office.

F. Procedure for Scheduling Vouchers.

1. Special Handling of Discount Vouchers - When the vouchers are received from the persons performing the audit they should be immediately examined and all vouchers containing a discount period should be segregated and given special handling.

2. Preparation of Standard Form No. 1064, Revised -

- a. Standard Form No. 1064, Revised, hereinafter referred to as Form 1064, will be used in scheduling the vouchers.
- b. Prepare Form 1064 in sextuple (original and five copies).
- c. Enter in the space above the words "Department or establishment" the word "Agriculture".
- d. Enter in the space above the words "Bureau or office" the letters "A.A.A." and the name of the State office.
- e. Enter in the space following the word "By" the name of "G. F. Allen".
- f. Enter in the space above the words "Title or rank" the words "Chief Disbursing Officer".
- g. Enter in the space above the word "Station" the name of the city and State in which the Regional Disbursing Office is located.
- h. Enter in the space following the word "Period" the name of the month in which it is expected that the payments scheduled on Form 1064 will be made.
- i. Enter in the space following the words "Symbol No." the symbol number of the Assistant Disbursing Officer. The symbol numbers are:

<u>Regional Disbursing Office</u>	<u>D. O. Symbol No.</u>
Chicago, Illinois	107-2350
Cleveland, Ohio	104-2350
St. Louis, Missouri	108-2350
Kansas City, Missouri	110-2350
Minneapolis, Minnesota	109-2350

- j. Enter in the space following the words "Bureau Schedule No." the Bureau Schedule Number. Assign number "1" to the first set of forms and assign consecutive numbers to succeeding sets of such forms. The schedule number is then preceded by an identification of the applicable program, that is, "44-CM-1". This will indicate that the schedule covers vouchers being certified for the 1944 Conservation Materials Program. For the 1945 Conservation Materials Program the schedule number would be "45-CM-1".
- k. Enter in the space following the word "Date" the date of preparation.
- l. Make no entries in the first two columns.



- m. Enter in the column entitled "Bureau or Office Voucher No." the administrative number shown on each sheet of the Form 1034 covered by Form 1064.
  - n. After entering the administrative number for a Public Voucher, enter on the same line in the column entitled "Payee" the full name of the payee exactly as it appears on both the contract and the face of the voucher.
  - o. If the voucher being scheduled offers a discount, the capitalized words "LAST DISCOUNT DATE" shall be entered directly under the name of the payee and underlined. Immediately below "LAST DISCOUNT DATE" enter the date such discount will expire.
  - p. Enter in the column headed "Symbol of Appropriation or Fund" the symbol of the applicable appropriation. (Do not insert the account symbol number. The symbol number of the appropriation need not be repeated.)
  - q. Enter in the column entitled "Amount" the "Approved for \$..." amount shown on the voucher.
  - r. Enter the word "Total" on the last line of Form 1064, and enter the total of the amounts in the column headed "Amount".
  - s. Enter at the bottom of the form above the word "Title" the title of the certifying officer.
  - t. The original form 1064 shall be referred to the State Accountant to be stamped "Funds Available" after which the certifying officer shall sign the original of the form.
3. Distribution of Form 1064 and Supporting Forms.
- a. Forward the original and three copies of Form 1064 to the Regional Disbursing Office, together with the original vouchers, Forms 1034, original of the "Contractor's Delivery Summary", Forms NCR-664, and be sure that the Mailing Slips, Forms AD-105, are attached to each voucher. Stamp one copy of Form 1064, "Forward to Thomas Smart, Chief, Control Accounts and Audit Section, 1037 N. High St., Columbus, Ohio."
  - b. Forward one copy to the State Accountant.
  - c. Retain one copy in the Scheduling Unit.

- d. When a copy is returned from the Disbursing Office, the Scheduling Unit should transfer the additional information which has been placed on the form by the Disbursing Office to their file copy of the Schedule. The form returned by the Disbursing Office should then be forwarded to the State Accountant.

G. Assignment of Payments.

1. Under the "Assignment of Claims Act of 1940" an assignment of money due or to become due under a public contract involving payments of \$1,000 or more may be made to banks, trust companies, or other financial or lending institutions. The Act does not authorize assignment of the contract itself, and irrespective of an assignment by a contractor of the money due or to become due, the contractor is charged with the duty of performing the contract in accordance with its terms. It therefore is the responsibility of the contractor to execute certificates on vouchers, invoices, etc., as required by the contract. In this connection, no money is due and payable by the United States until such certificates are executed by the contractor, and since it is his responsibility to establish that an amount is due and payable under the contract, it is not necessary to obtain a certification in that respect from the assignee.
2. In assignment cases, two sets of the "Notice of Assignment," CM-41-5A (original and three copies) should be executed by the assignee in accordance with the instructions on the reverse side thereof. A true copy of the instrument of assignment should be attached to each set of the "Notice of Assignment." One set should be addressed to the General Accounting Office, Washington, D. C., and the other should be addressed to the contracting officer, to be retained in the State office. The three copies with the receipts properly signed by the contracting officer shall be returned to the assignee. One copy of each receipt returned to the assignee should be retained by him for his own records, and two copies of each such receipt should be attached to the first voucher submitted for payment. One copy of each such receipt should be retained in the State office, and the other copy of each such receipt should be forwarded with the original voucher.
3. A true copy of the instrument of assignment may consist of
  - a. A duplicate original containing all signatures, seals, acknowledgments, etc., which appear on the original,



- b. A complete photostatic copy of the original, or,
  - c. An accurate and complete copy including signatures, seals, acknowledgments, etc., which may be typewritten, provided such copy is certified as being a true copy by a Notary Public or other officer authorized by law to administer oaths.
4. It is not necessary for the assignee to make a specific claim under a valid assignment for an amount established to be due and payable under a particular contract. In order to insure that payments are properly made, to prevent frauds against the United States, and to protect the rights of all parties involved, it should appear from an examination of the voucher and Form NCR-664 that the contractor recognized the assignment, its validity, and the right of the assignee to receive the payment.
  5. In assignment cases the name of the assignee should be entered in the space for the payee at the top of the voucher in the following manner: John Doe (Assignee, authorization filed). The contractor shall not be required to sign the voucher if the following or similar statement has been entered by him on Form NCR-664: "Payment for this material shall be made to \_\_\_\_\_, Assignee, whose address is \_\_\_\_\_." This statement shall be entered at the bottom of Form NCR-664 immediately above the space for the contractor's name. If this statement has not been entered on Form NCR-664, the contractor should sign the certificate on the voucher in the space provided for the payee's signature below the certification relative to performance and payment. The notation "See NCR-664" may be inserted in the blank space after the contractor's signature.
  6. No form will be provided for making assignments. Any instrument of assignment containing in substance the following wording will be acceptable.

"I hereby assign the moneys due or to become due me under Contract No. \_\_\_\_\_ dated \_\_\_\_\_, to \_\_\_\_\_, whose address is \_\_\_\_\_. This assignment is made pursuant to the Assignment of Claims Act of 1940."

7. The assignment should be signed and dated by the contractor making the assignment, and his signature should be witnessed.

#### H. Alternate Methods.

If a contractor does not desire to make an assignment which may be operative for the duration of the contract, he may

1. Submit to the State office a request that checks drawn in his favor be mailed in care of any designated addressee. This request may be canceled at any time on written request of the contractor.

2. Give a power of attorney by executing two Treasury Department Forms 6569, "Power of Attorney by the Individual for the Collection of Checks Drawn on the Treasurer of the United States". One copy of the form will be retained by the assignee and the second copy may be presented with the first check or forwarded directly to the Treasurer of the United States, Washington, D. C. This power of attorneys may be revoked by the contractor at any time by giving proper notice to the Treasury Department.

I. Payments to Estates of Deceased Contractors. In cases where the contractor is deceased and there is an amount outstanding for deliveries of materials prior to the date of death, the following procedure is applicable:

1. The administrator or executor, as the case may be, shall execute Standard Form 1055, attaching his letters of authority, showing thereon that such authority is still in full force and effect. A copy of the authority is sufficient provided it has been certified as being a true copy of the original by the clerk of the issuing court. The administrator or executor shall also submit Form NCR-664, signed in his representative capacity in the event this form has not previously been executed by the contractor.
2. If an administrator or executor has not and will not be appointed, Standard Form 1055 should be executed by one of the heirs who is of legal age and has sufficient knowledge of the affairs of the decedent to supply the required information. Form NCR-664 should also be executed by the individual submitting Standard Form 1055.
3. Settlement of these cases may not be made in the State office through the Regional Disbursing Office. Form AD-42 should be prepared on the case for the signature of the Director of Finance in conformance with the instructions contained in APS-1. It will be necessary to forward all forms, letters of authority, and any other relevant material to this office for examination and transmittal to the General Accounting Office. Any further correspondence which may be necessary will be continued by that office. It will not be necessary to submit Standard Form 1034.
4. Continuation of Contract when original contractor is deceased.
  - a. Definite Quantity Contracts. The estate of a deceased contractor is required to fulfill the contract, unless the interest in the contract is transferred to a substitute contractor. In the event such a transfer is made, the representative of the estate of the deceased contractor shall sign a waiver to all claims under the contract and the substitute contractor shall submit a statement to the contracting officer agreeing to such transfer and assuming all responsibilities under the contract. If the contract is to be fulfilled by the estate the representative thereof shall prepare a statement in duplicate to the effect that he as such representative will fulfill the balance of the contract.



This statement should be approved by the contracting officer and should be forwarded direct to the Contract Examining Section, General Accounting Office, Washington 25, D. C. The statement should be accompanied by letters of authority authorizing the administrator or executor to act in the capacity indicated and showing that such authority is still in full force and effect. A copy of the statement signed by the representative of the estate should be forwarded to the North Central Region. Summaries of deliveries (Forms NCR-664) submitted by the representative of the estate should be scheduled for payment in the usual manner.

- b. Source of Supply Contracts. The estate of a deceased contractor is required to fulfill a source of supply contract to the extent of unfilled orders on hand at the time of the contractor's death. However, the balance of such a contract may be canceled or continued by a representative of the estate of the deceased contractor. In the event the contract is to be continued a statement in duplicate agreeing to the terms of the contract, signed by the party who is to continue the contract and approved by the contracting officer, should be prepared. The original copy of the statement should be forwarded to the Contract Examining Section, General Accounting Office, Washington 25, D. C., and a copy to the North Central Region. If the contract is to be continued by an administrator or executor, the capacity in which such person is signing should be shown, and the statement sent to the General Accounting Office should be accompanied by letters of authority authorizing the administrator or executor to act in the capacity indicated and showing that such authority is still in full force and effect. If the contract is to be continued by someone other than a representative of the decedent's estate, the relationship to the deceased should be given and information as to whether there will be administration of the estate should be furnished. If an administrator has been appointed but the contract is to be continued by someone else, in addition to the statement by the person who is to continue the contract, a statement should be submitted by the administrator to the effect that it is satisfactory for the contract to be continued by such person. Forms NCR-664, covering material supplied by the substitute contractor, should be signed by him, and he should be indicated as payee on the voucher.

## SECTION X - SAMPLING AND ANALYZING OF CONSERVATION MATERIALS, AND ANALYSIS REPORTS.

### A. Sampling.

It is important that sufficient samples be taken of all conservation materials furnished to insure farmers securing materials that meet the specifications under the contracts awarded by the Government. Lime samples should be taken at destination (or en route thereto) in the case of every contractor. Where the plant is located in the Region in which distribution is made, samples may be taken at plant, provided adequate spot checks are made at destinations. During the season of most active distribution, samples should be taken approximately every 30 days, and in no event at intervals exceeding 60 days. If analysis shows the quality of material to be below specifications, samples should be taken at weekly intervals in order to determine the nature and extent of the deficiency.

1. Bulk Material - Under the conservation materials program, liming materials shall be furnished in bulk.
  - a. Carlot Shipments - Samples should be taken from several places in the car. These should be thoroughly mixed, and then the proper amount desired for the sample to be tested should be quartered out. At least a pound of material is necessary for proper analysis. Samples should be forwarded to the State office. (Proper identification would include car number, Aaa shipping request number, name and address of shipper, and date of shipment).
  - b. Analysis results should be examined to determine whether instances of underguarantee are representative of the period covered. Where the general quality of performance runs under standard, all analyses over the period should be averaged and the result applied to the total tonnage delivered during the period. In averaging analyses, all samples running above guarantee should be considered as only having met the guarantee.
  - c. Other Than Carlot Shipments - A representative of the county committee will obtain samples of liming material at the quarry or contractor's shipping point during the period when requests for material are being filled by the contractor. In taking samples of liming material at the quarry, insofar as possible, the sample should be taken from moving material as it comes from the crusher. In taking a sample from a stock pile or from a loaded truck, care should be taken to get as nearly a representative sample as possible. This will necessitate taking samples from different places on the pile or load, thoroughly mixing the individual samples, and then quartering out the amount desired for the sample to be tested. Samples taken at the quarry or contractor's shipping point should be identified by giving the date of the sample, contractor's name, and the address of the quarry or shipping point where the sample was taken. Any producer who receives liming material may obtain analysis of the material furnished him if he will provide the county committee with a sample.



2. Bagged Material - 18%, 19%, and 20% superphosphate, rock phosphate, and gypsum, which are furnished in bags, shall be sampled in conformance with the following procedure:

a. The State office shall advise the counties when to take samples so that every tenth car of material shipped into the State by a contractor is sampled. This can be accomplished by the State office keeping a record from the State office copies of the bills of lading received, and requesting the county to which a particular shipment is being made to forward a one-pound sample to the State office for testing.

b. Samples should be taken from at least ten bags in each carload of material which is tested. The individual samples should be thoroughly mixed and then a sample for testing should be quartered out.

c. Samples should be forwarded to the State office in moisture proof bags properly identified as to county and State code number, Aaa order number, car number, name and address of contractor, and date sample was taken.

## B. Analyses.

### 1. Liming Materials:

a. The existing facilities for analyzing liming materials should be continued. At the present time samples of liming materials are being analyzed either in the Commodity Loan Laboratory in the State office or by the State University.

b. Each report shall be examined to see that the sample analyzed meets the specifications of the contract.

c. If a report shows that the sample of material analyzed did not meet the specifications the county shall be advised and instructed to submit two or more additional samples to be analyzed. The county shall notify the producer of the result of the first analysis and if the material is considerably below specifications shall instruct him not to make any further deliveries until the results of the additional tests are received. Material which is slightly below specifications may be accepted and payment made at a proportionate reduction in price.

d. The analysis reports shall be filed in the State office and shall be kept in such order as to be available for submitting summary reports to the Washington office when requested.

### 2. Superphosphate:

a. Except in those States where arrangements have been made

for the analyzing of superphosphate by State Universities, samples should be forwarded to Dr. K. D. Jacob, Division of Soil & Fertilizer Investigation, Building No. 7, Plant Industry Station, Beltsville, Maryland.

3. Gypsum

- a. Samples of gypsum should also be forwarded to Dr. Jacob.

C. Analysis Reports:

1. ACP-133, "Conservation Materials Analysis Report" should be prepared for and should accompany each sample sent to Dr. Jacob. It is also preferred that reports to the North Central Region of analyses of superphosphate made by State Universities be submitted on Forms ACP-133.
2. Form ACP-133 should be prepared as follows:
  - a. Enter the "Type of Material", "State", "County", "Contractor", "Shipping Point", "Contract No.", "Aaa Order No.", the name of the person who obtained the sample, the name of the City and State where the sample was obtained and the date.
3. Form ACP-133 should be distributed as follows:
  - a. Samples sent to Dr. Jacob. The State office should maintain a record of samples sent to Dr. Jacob until the original ACP-133 is returned.
    - (1) Forward the original and two copies of Form ACP-133 with the samples.
    - (2) Forward the remaining copy to the North Central Region.
    - (3) The original will be returned to the State office after the material has been analyzed.
  - b. Reports of Analyses made by State Universities.
    - (1) Forward the original and two copies to the North Central Region.
    - (2) The State office will retain one copy for its files.



## SECTION XI - Deductions, Penalties, Refunds.

### A. Deductions.

A deduction from the producer's 1944 Production Practice Payment will be made in the amount of the net cost to the Government of the conservation materials furnished the producer. A deduction from the producer's payment will be made even though he refuses to take delivery of the material requested by him.

### B. Penalties.

1. Misuse - If conservation materials are used in such a manner as not to earn production practice credit, the rate of deduction will be twice the amount of the usual rate of deduction for that portion of the material misused.
2. Failure to Use During Program Year - Where a producer obtained conservation material but did not use such material during the program year, he should be allowed to use the material the following year provided he obtains permission from the county committee. The county committee may permit the producer to retain the material for use during the following year, or if the needs of the county are such that the material is needed for distribution to other farmers for immediate use may require the return of the material. When the material is retained for use during the following year, the deduction for the value of the material should be made from the payment for the program year during which it was furnished. If in the following year the material is used in accordance with the provisions of the program for such year, production practice credit will be given for the application of the material. If the material is misused, or is not used during the program year for which it was obtained, and permission to use it during the following year was not secured from the county committee, the rate of deduction will be twice the amount of the usual rate of deduction for that portion of the material misused.
3. Intended Use During Following Program Year - Upon approval by the county committee, if material is obtained during one program year and it is indicated on the order that it is for use during the following program year, no deduction shall be made from the payments earned by the farmer during the program year in which the material was delivered. Such material shall be handled as if it were delivered during the program year in which it is intended for use. The county committee, in approving requests for material for use during the following year, should take into consideration the availability of material and should not approve such requests where there is not sufficient material to meet the immediate needs of the county.





## SECTION XII - FORMS

### A. NCR Forms - The following NCR Forms are to be used in connection with the 1944 Conservation Materials Program:

NCR-663 "Delivery Receipt"  
 NCR-664 "Contractor's Delivery Summary"  
 NCR-671 "Notice of Acceptance (Source of Supply Contract)"  
 NCR-708 "Handling and Distribution Contract"  
 NCR-865 "Request for Authority to Solicit Bids"  
 NCR-867 "Bid Abstract"  
 NCR-868 "Sample Letter to Contractor"  
 NCR-869 "County Conservation Material Report"  
 NCR-870 "State Conservation Material Report"  
 NCR-871 "Notice of Acceptance (Definite Quantity Contract)"  
 NCR-873 "Cost Schedule for Rail Shipments"  
 NCR-874 "Difference Statement"  
 NCR-875 "Bid Receiving and Progress Record"  
 NCR-876 "Walsh-Healey Letter"  
 NCR-877 "Record of Liming Materials Order Taken"  
 NCR-878 "Record of Contractor"  
 NCR-879 "Contractor's Progress Record"  
 NCR-880 "State Record of 'All Materials Farms'"  
 NCR-881 "Summary of Requests"  
 NCR-882 "State Superphosphate Record"  
 NCR-883 "State Office Record of Liming Materials Contractor"  
 NCR-884 "Trucking Contract"

State or county offices will mimeograph supplies of all NCR forms other than Forms 663, 664, and 881 which will be prepared in rediforms.

### B. ACP Forms:

ACP-64 "Request for Conservation Materials or Service"  
 ACP-67 "Receiving and Inspection Report"  
 ACP-130 "Request for Shipment"  
 ACP-133 "Conservation Materials Analysis Report"

### C. Standard Forms:

Standard Form No. 33, Revised "Invitation, Bid, and Acceptance"  
 Standard Form No. 1034, Revised "Public Voucher for Purchases and Services other than Personal"  
 Standard Form No. 1036 "Statement and Certificate of Award"  
 Standard Form No. 1064 "Schedule of Disbursements"  
 Standard Form No. 1080 "Voucher and Adjustments Between Appropriations and/or Funds"  
 Standard Form No. 1103 "Government Bill of Lading"  
 Standard Form No. 1107 "Temporary Receipt"  
 Standard Form No. 1108 "Certificate in Lieu of Lost Bill of Lading"

### D. Miscellaneous Forms:

PC- 1 - "Notice of Award of Contract"  
 PC-13 - "Walsh-Healey Poster"

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Agency

Dear Sir:

We are enclosing a copy of your proposal to furnish conservation material (which has been accepted) and samples of forms which it will be necessary for you to keep.

In cases of deliveries other than by rail, you are authorized to accept orders on Forms ACP-64-NCR "Request for Conservation Material or Service", signed by persons whose names appear on the attached list. Forms ACP-64 will be either mailed to you by the county committee or brought to you by the farmer or someone representing him. However, delivery should not be made to anyone without a properly signed Form ACP-64, or it will be necessary for you to collect the cost of the material from the person to whom delivery is made instead of the United States Government.

Delivery receipt, Form NCR-663, must be completed in triplicate for each delivery. The signature of the farmer or his agent must be contained on all copies. You should keep the pink sheet marked "Contractor's copy", and give the yellow copy marked "Applicant's copy", to the farmer or his agent.

When you send the county office Form NCR-664, "Contractor's Delivery Summary", explained below, you should attach the original Forms NCR-663, "Delivery Receipt", covering all deliveries listed on the summary. An original and three copies of Form NCR-664, "Contractor's Delivery Summary", should be prepared on the first and fifteenth day of each month or more often if desirable during the time deliveries are being made. Form NCR-664 should be prepared carefully as follows, since this form, together with the farmer's receipt, will be the basis upon which you will receive payment for the material.

## Preparation of NCR-664.

1. A separate set of Forms NCR-664 has to be prepared for each county in which deliveries were made during the report period.
2. Prepare an original and three copies.
3. Insert the contract number and the name of the State and county in the spaces indicated.
4. Enter in Column (1) the name of the township appearing on Form ACP-64.
5. Enter in Column (2) the farm number appearing in the upper right corner of ACP-64.



6. Enter the name and address of the applicant in Column (4) as it appears on Form ACP-64.
7. Enter opposite each producer's name in Column (5) the date of delivery.
8. Enter in Column (6) the unit price of the material for the township.
9. Enter in Column (7), (9), or (11), whichever is applicable, the number of tons or cubic yards delivered. If delivery is in cubic yards, strike out the word "Tons" in the heading of these columns and enter "Cu. Yds."
10. Enter in Column (8), (10), or (12), whichever is applicable, the total cost of the material delivered.
11. Total Columns (7) to (12), inclusive.
12. You or your authorized agent should sign and date all copies of NCR-664 in the spaces provided.
13. Complete the address to which you desire to have the check mailed.
14. Please write a letter to the Chairmen of the county committees listed on the attached sheet and advise them of the name or names of persons who will sign this form for you.
15. Retain the blue copy marked "Contractor's Copy" of this form and send the original and two copies to the county office named in the upper right corner of the form.

When the county receives properly prepared Forms NCR-664, accompanied by the "Delivery Receipts", they will immediately check them and, if correct, send them to this office. This office will treat the delivery summary as an invoice, provided your signature appears below the following certification on the form:

I certify that the above bill is correct and just; that payment therefor has not been received; that all statutory requirements as to American production and labor standards, and all conditions of purchase applicable to the transactions have been complied with; and that State or local sales taxes are not included in the amounts billed.

This invoice, together with a Public Voucher, Standard Form 1034, will be forwarded to the Disbursing Office for issuance of your check.

In case of shipments by rail, Forms ACP-130, "Request for Shipment", will be forwarded to you by this office, properly signed by one of the persons whose names are shown on the attached sheet as authorized to approve Forms ACP-130. This will be your complete authorization to make

the shipments. In the case of rail shipments, you will not receive Forms ACP-64 and will not use Forms NCR-663. Accompanying the Form ACP-130 will be an original and five copies of a partially completed Government Bill of Lading which should be completed by you as follows:

1. Enter the number of pounds actually shipped in the column headed "Weights".
2. Fill in the blanks:
  - (a) "Size car ordered"
  - (b) "Size car furnished"
  - (c) "Date furnished"
  - (d) "Initials"
  - (e) "Car Number"
  - (f) "Name of transportation Company"
  - (g) "Date B/L issued"
  - (h) "Date of receipt of shipment"
3. Obtain the signature of the freight agent following the word "per" on the line marked (agent).
4. Leave all other spaces blank.

Deliver the Form 1104, "Shipping Order", Form 1105, "Original Waybill", and Form 1106, "Copy of Waybill" to the originating carrier. Forward the original Bill of Lading and one memorandum copy to the Consignee. Retain one memorandum copy for your files and forward the remaining two copies to the State office.

After the material is received in the county and Form ACP-67 "Receiving and Inspection Report" is received from the County, Public Voucher, Standard Form 1034, will be prepared by this office and sent to you for signature. After signing the voucher, forward the original and one copy to this office and retain a copy for your files.

In case of any question you can get in touch with us and we will be glad to help you.

Very truly yours,

Chairman, \_\_\_\_\_ State  
Agricultural Conservation Committee.



NCR-874

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT AGENCY  
STATE OFFICE

DIFFERENCE STATEMENT

S. A. Dixon & Son  
PAYEE

8/1-15/44  
PERIOD

May 28, 1944  
DATE

Amount Claimed      \$289.85  
Amount Certified    \$280.50  
Difference            \$ 9.35

Claimed:

93.50 tons at \$3.10 = \$289.85

Allowed:

93.50 tons at \$3.00 = \$280.50

Difference \$ 9.35

Attached forms NCR-664 indicate delivery of 93.50 tons  
at \$3.10 per ton. Contract is \$3.00 per ton.

APPROVED: \_\_\_\_\_

Name

\_\_\_\_\_  
Title

## State of

[illegible]



NCR-876

WALSH-HEALEY SAMPLE LETTER

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT AGENCY

Date

Name (Taken from first page of contract)  
Address

Gentlemen: Attention of (get this name from first page of contract)

Under contract A35(L44)aa-1, in connection with this Department's award to you for liming material, your particular attention is invited to the fact that as performance of this contract is subject to all of the representations, stipulations, and provisions of Public Act Number 846, Seventy-fourth Congress, entitled "An Act to provide conditions for the purchase of supplies and the making of contracts by the United States, and for other purposes", and to the Regulations prescribed by the Secretary of Labor pursuant to Section 4 of said Act, you are required to post a copy of the stipulations in a prominent and readily accessible place at the site of the contract work, and to keep such employment records as are required in the Regulations under the Act available for inspection by authorized representatives of the Secretary of Labor. (See Article 501 of the Walsh-Healey Act.)

For your use in connection with the required posting of the stipulations, I am sending you, at the request of the Administrator, Public Contracts Act, U. S. Department of Labor, \_\_\_\_\_ copies of the required poster prepared by the Department of Labor. If you fail to receive these copies, or if you require additional copies, you should immediately advise the undersigned.

Very truly yours,

Contracting Officer \_\_\_\_\_  
State  
Agricultural Conservation Committee

Note:

When name and address of plant, or either, are different from those appearing above, add note here:

For posting at (Name) (Address)

United States Department of Agriculture  
Agricultural Adjustment Agency

## HANDLING AND DISTRIBUTION CONTRACT

AAA Superphosphate, Mixed Fertilizer, and Raw Rock Phosphate

The \_\_\_\_\_ County Agricultural Conservation Association,  
\_\_\_\_\_  
(hereinafter referred to as the Association,  
(Address)

and \_\_\_\_\_,  
\_\_\_\_\_  
(hereinafter referred to as the contractor),  
(Address)

hereby enter into this contract for the handling and distribution of bagged superphosphate, mixed fertilizer, and raw rock phosphate ordered under the Agricultural Conservation Program by the Association and delivered by rail to \_\_\_\_\_, in accordance with the following terms and conditions:

1. That in consideration of the sum of \_\_\_\_\_ \$ per 100 lb. bag to be paid by the Association, the contractor agrees to handle and distribute to farmers (either directly from car or from his warehouse located at \_\_\_\_\_) such quantities of superphosphate, mixed fertilizer, and raw rock phosphate as the Association may designate from time to time during the life of the contract.
2. Period covered by this contract \_\_\_\_\_ to \_\_\_\_\_ inclusive.
3. Ordering Material - The Association will determine the destination of the car, order the material, advise the contractor of the approximate delivery date, and forward to the contractor the Forms ACP-64 showing the names and addresses of the farmers who are to receive material, and the amount of material each farmer is to receive.
4. Receiving Material - The contractor will act as consignee, determine the amount and condition of the material received, fill out the Bill of Lading and Form ACP-67, "Receiving and Inspection Report," and forward Form ACP-67 to the Association not later than two days after the car is unloaded.
5. Reconditioning the Material Received in Damaged Condition - The contractor will rebag material received in a damaged condition. The contractor will notify the Association before rebagging the material if the damage is excessive. The Association will reimburse the contractor for rebagging this material if the costs are in excess of one dollar per carload. The contractor will itemize the costs in Item 14 of Form ACP-67, if the costs are in excess of one dollar per carload, and will bill the Association for such costs.
6. Notifying Farmers of Arrival of Material - The contractor will promptly notify the farmers who are to receive material of the arrival of the material in order that they will have an opportunity to obtain the material from the car. The contractor will return to the Association the Form ACP-64 for any farmer who fails to call for his material within 15 days after he has been notified that the material has arrived.
7. Storing Material - The contractor will unload and store in the above-indicated warehouse the material which is not delivered from the car. The material shall not be stacked more than five bags deep, nor in any other manner likely to cause damage to the material or the bags.
8. Demurrage Charges - The contractor will be responsible for any demurrage



- charges and will pay such charges directly to the railroad company.
9. Delivering Material to Farmers - The contractor will deliver material to farmers or their representatives upon presentation of Form ACP-64, "Request for Conservation Materials," signed by the farmer and a member of the Association. The contractor will deliver material from the warehouse in the order in which it was stored.
  10. Form ACP-64 - As the contractor delivers material he will fill out the back of Form ACP-64 under the headings "Quantity Received" and "Description of Material" and will obtain the signature of the farmer or his representative in the space provided. The blue copies of Form ACP-64 shall be retained by the contractor, and the white copies shall be transmitted to the Association at the end of each week.
  11. Lost or Damaged Material - The contractor will be responsible for all material receipted for on Form ACP-67. The contractor will reimburse the Association for all material which is not delivered to farmers. Any reimbursement shall be determined on the basis of the deduction rate to farmers. The contractor will recondition and rebag all damaged material unless the Association determines that it would not be feasible to salvage such damaged material. If the Association determines that the damage or loss was caused by circumstances beyond the control of the contractor, the Association will reimburse the contractor for the cost of salvage, provided the contractor obtains prior approval from the Association of such cost, and will not hold the contractor responsible for the loss.
  12. Notification of Loss or Damage to Material - The contractor will promptly notify the Association of any loss or damage to material in storage.
  13. Inspection of Material - The contractor will permit inspection of the material at any time by a representative of the Association.
  14. Payment to Contractor - The contractor will bill the Association at the end of each month for all material delivered to farmers during that month.
  15. Cancellation of Contract - This contract may be cancelled by either party upon 30 days' notice to the other party.
  16. Material on Hand at End of Contract - Unless the contract is renewed or extended, the Association will move from the warehouse all material on hand at the end of the contract period and will pay the contractor the regular delivery charge due on the material moved.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman \_\_\_\_\_ County  
Agricultural Conservation Association

\_\_\_\_\_  
Approved - Representative of \_\_\_\_\_  
State Committee

Request for Authority to Solicit Bids  
To Establish Sources of Supply For Conservation Materials

County \_\_\_\_\_

1. State kind of material to be solicited \_\_\_\_\_

2. Areas to be covered by this solicitation.

(a) Entire county \_\_\_\_\_ (yes or no)

(b) If answer to (a) is "no" list names of townships below.

(1) _____	(8) _____	(15) _____	(22) _____
(2) _____	(9) _____	(16) _____	(23) _____
(3) _____	(10) _____	(17) _____	(24) _____
(4) _____	(11) _____	(18) _____	(25) _____
(5) _____	(12) _____	(19) _____	(26) _____
(6) _____	(13) _____	(20) _____	(27) _____
(7) _____	(14) _____	(21) _____	(28) _____

3. Check type (s) of delivery to be solicited and enter estimated prevailing commercial prices for county and estimated amount of material, by types and total, to be used through December 31, 1944:

	<u>Estimated Price</u>	<u>Estimated Quantity</u>
(a) F.O.B. Truck ( )	\$ _____	_____
(b) F.O.B. Rail ( )	\$ _____	_____
(c) Stock Pile ( )	\$ _____	_____
(d) Delivered to Farms ( )	\$ _____	_____
(e) Del. to Farms & Spread on Fields ( )	\$ _____	_____
<b>Total</b>		_____

4. List below the names of persons to be solicited.

(1) _____	(10) _____
(2) _____	(11) _____
(3) _____	(12) _____
(4) _____	(13) _____
(5) _____	(14) _____
(6) _____	(15) _____
(7) _____	(16) _____
(8) _____	(17) _____
(9) _____	(18) _____

Signature: \_\_\_\_\_, 1944  
(Chairman, Agricultural Conservation Association) (Date)

ENTRIES BELOW TO BE MADE IN THE STATE OFFICE.

5. Date bids are to be solicited \_\_\_\_\_, 1944.  
6. Date and time bids are to be opened \_\_\_\_\_, 1944 at \_\_\_\_\_.  
7. Names and addresses of additional persons to be solicited.

(1) _____	Address _____
(2) _____	Address _____
(3) _____	Address _____
(4) _____	Address _____

Approved: \_\_\_\_\_ State of: \_\_\_\_\_  
(Contracting Officer) Date: \_\_\_\_\_, 1944



(County):

(State)

Date of Solicitation \_\_\_\_\_ 194\_\_\_\_. Date of Opening \_\_\_\_\_, 194\_\_\_\_  
(Month) (Day)

Estimated amount and kind of material needed through December 31, 1944:

-----Tons of-----  
-----Cubic Yards of-----

List below names of all bidders solicited and check bidders responding:

Bidder's No.	Name	Check	Bidder's No.	Name	Check
1	_____	( )	9	_____	( )
2	_____	( )	10	_____	( )
3	_____	( )	11	_____	( )
4	_____	( )	12	_____	( )
5	_____	( )	13	_____	( )
6	_____	( )	14	_____	( )
7	_____	( )	15	_____	( )
8	_____	( )	16	_____	( )

Note: Indicate low bid recommended by encircling that figure in red. If recommendation is made for other than the low bid, encircle that figure in green and explain reason for rejection of the low bid below.

Show below all prices offered (Less Discount):

[illegible]

DELIVERED TO FARMS

Townships	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
11.												
12.												
13.												
14.												
15.												
16.												
17.												
18.												
19.												
20.												
21.												

SPREAD ON FIELDS

Townships	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
11.												
12.												
13.												
14.												
15.												
16.												
17.												
18.												
19.												
20.												
21.												

(Date)

Chairman, \_\_\_\_\_ County  
Agricultural Conservation Committee



194

For 1944 Program through

County, State of

Kind of Material

Type of Delivery	Contractor			Contractor			Contractor		
	Totals to Date			Totals to Date			Totals to Date		
	No. of : Orders	Amount : Ordered	Amount : Delivered	No. of : Orders	Amount : Ordered	Amount : Delivered	No. of : Orders	Amount : Ordered	Amount : Delivered
F. O. B. Truck	:	:	:	:	:	:	:	:	:
F. O. B. Rail	:	:	:	:	:	:	:	:	:
Stock Pile	:	:	:	:	:	:	:	:	:
Delivered to Farms	:	:	:	:	:	:	:	:	:
Spread on Fields	:	:	:	:	:	:	:	:	:
TOTAL	:	:	:	:	:	:	:	:	:

Type of Delivery	Contractor			Total - All Contractors			County Balance		
	Totals to Date			Totals to Date			Amount		
	No. of : Orders	Amount : Ordered	Amount : Delivered	No. of : Orders	Amount : Ordered	Amount : Delivered	Not : Placed	Not : Placed	Amount : Delivered
F. O. B. Truck	:	:	:	:	:	:	:	:	:
F. O. B. Rail	:	:	:	:	:	:	:	:	:
Stock Pile	:	:	:	:	:	:	:	:	:
Delivered to Farms	:	:	:	:	:	:	:	:	:
Spread on Fields	:	:	:	:	:	:	:	:	:
TOTAL	:	:	:	:	:	:	:	:	:

Approved: \_\_\_\_\_, Chairman Agricultural Conservation Association Date \_\_\_\_\_, 194

Note: If any figures in contractors tables are less than those on the previous report, give an explanation on the reverse side. No. of Orders, Amount Ordered, and tonnage delivered to be taken from Form NCR-879.

State Conservation Material Report  
(Summary of Forms NCR-869)

For 1944 Program through 194

State of

Type of Delivery	Kind of Material			Kind of Material			Kind of Material		
	No. of Counties using this Mat'l	No. of Counties using this Mat'l	No. of Counties using this Mat'l	No. of Counties using this Mat'l	No. of Counties using this Mat'l	No. of Counties using this Mat'l	No. of Counties using this Mat'l	No. of Counties using this Mat'l	
	Total Placed with Contractors	to Date	Amount	Total Placed with Contractors	to Date	Amount	Total Placed with Contractors	to Date	
	No. of Orders	Amount	No. of Orders	No. of Orders	Amount	No. of Orders	No. of Orders	Amount	
F.O.B. Truck									
F.O.B. Rail									
Stock Pile									
Delivered to Farms									
Spread on Fields									
TOTAL									
State Balance									
Type of Delivery									
F.O.B. Truck									
F.O.B. Rail									
Stock Pile									
Delivered to Farms									
Spread on Fields									
TOTAL									

Approved

Agricultural Conservation Committee

Date

194

Note: If any figures shown under "No. of orders," "Amount Ordered" or "Amount Delivered," on this report are less than those on the previous report, give an explanation on the reverse side.



State

County \_\_\_\_\_

## COST SCHEDULE OF CONSERVATION MATERIALS FOR RAIL SHIPMENTS

Unit Price on carlot shipments. Cars will be loaded to maximum capacity.

Kind of material \_\_\_\_\_

The price to producers will vary from the above schedule when delivery is made to other unloading points within the county, due to the variance of freight rates.

Approved for State Committee

Date: 194

## RECORD OF LIMING MATERIAL ORDERS TAKEN

County -

State

Farm No. (a)	Name of Applicant (b)	F. O. B.			Deliver to Farm (f)	Spread on Field (g)	Delivery date on ACP-64 (h)	ACP-64 to Con- tractor Date (i)	Allotment tons Balance (j)
		Rail (c)	Truck (d)	Stock Pile (e)					

## A. Preparation of Form NCR-877, "Record of Liming Material Orders Taken":

1. Enter the names of the County and State in the spaces provided.
2. As orders (Forms ACP-64) are received and approved by county, fill in Columns (a), (b), and (h). Also enter the tonnage ordered in the columns showing the type of delivery desired (c, d, e, f, or g).
3. Deduct the tonnage ordered (c, d, e, f, or g) from the balance shown in column "j", and enter the new balance in column "j".
4. When an order is placed with a contractor, enter the date in column "i".
5. On the 20th of each month, obtain a total for all items in columns "c", "d", "e", "f", and "g", respectively, which have not been placed with a contractor.
6. The totals of columns "c", "d", "e", "f", and "g" will be shown on Form NCR-869 in the column headed "Amount not Placed" under county balance.
7. This record may be kept on a township or county basis.



NAME OF CONTRACTOR:

CONTRACT No.

ADDRESS:

TELEPHONE No.

LOCATION OF SOURCE OF SUPPLY:

[illegible]

Immediately upon receipt from the State Office of the county office copy of the contract and the county office copy of NCR-873, "Cost Schedule for Rail Shipments," the information appearing thereon shall be transferred to this form. Care should be exercised in transferring the information as this form will be used for quick reference purposes. This form shall be kept in the left side of the same folder as Form NCR-879, "Contractor's Progress Record."

I. O. B. Rail

Per

F. O. B. Truck

Per

(contract number)

(Name of Contractor)

Contract Total

Definite Quantity

(Yes or No)

[illegible]



A. Preparation of Form NCR-879 - Contractors Progress Record:

1. Upon receipt of the county office copy of the contract, the county should prepare Form NCR-879 by entering the name of the contractor, contract number, type of contract, total amount of the contract, types of delivery, and the amount available for delivery under each type of delivery. The amount available for each type of delivery should be entered in a separate column immediately above the word "Allotment". The type of delivery should be entered immediately above the allotment entry. If the contract is limited to \$10,000, enter \$10,000.00 in the column headed "Limited".
2. As orders are placed with the contractor, the number of orders placed and the total tonnage of orders placed on any particular day shall be entered on Form NCR-879 in the applicable columns.
3. Entries on Form NCR-879 should be made in the following manner:
  - a. Enter the total of the number of ACP-64's forwarded to the contractor on a particular day in the applicable column headed "No. of orders".
  - b. Enter the total tonnage represented by the Forms ACP-64 in the tons ordered column provided for the applicable type of delivery.
  - c. Subtract this entry from the allotment and enter the result in the "Bal. Allotment" Column. Subsequent entries should be subtracted from the balance shown in this column.
  - d. Add the total tonnage ordered for the various types of delivery to the total in the "Cumulative Tons Ordered" column. The cumulative total tons ordered must not exceed the total tonnage called for by the contract.
  - e. When Forms NCR-664 are submitted by the contractor, the tonnages indicated for the respective types of delivery should be entered in the appropriate "Tons Delivered" columns and the total of all deliveries shown on Form NCR-664 included in the total in the "Cumulative Tons Delivered" column.
  - f. If the contract is limited to \$10,000.00 enter the total value of the orders in the "Value of order" column, subtract the entry from the cash available and enter the result in the "Cash Available" column.
  - g. For use in preparing Form NCR-869, "Monthly Report" obtain a cumulative total of the number of orders, the tonnage ordered, and the tonnage delivered under each type of delivery. The cumulative total of tons ordered in each case should equal the difference between the original allotment and the balance of the tonnage shown in the "Bal. Allotment" column.

County \_\_\_\_\_  
Program Year \_\_\_\_\_

[illegible]

Counties will report this information for superphosphate and rail shipments of liming materials on Form NCR-881 each month, and will report the same information for all other types of liming material deliveries by entering an asterisk to the right of the farmer's name on Form NCR-664. Upon receipt of these forms from the county office, the State office shall post the information to this form.



## STATE SUPERPHOSPHATE RECORD

County	Deduction Rate
Aaa	Shipper
Alloc. for	(Month) Amt. Ordered
Date Rec'd	Amt. Rec'd

County	Deduction Rate
Aaa	Shipper
Alloc. for	(Month) Amt. Ordered
Date Rec'd	Amt. Rec'd

Date of NCR-381	ACP-64's Submitted	Amount on ACP-64	Balance in Storage
--------------------	-----------------------	---------------------	-----------------------

Date of NCR-881	ACP-64's submitted	Amount on ACP-64	Balance in Storage
--------------------	-----------------------	---------------------	-----------------------

County	Deduction Rate
Aaa	Shipper
Alloc. for	(Month) Amt. Ordered
Date Rec'd	Amt. Rec'd

County	Deduction Rate
Aaa	Shipper
Alloc. for	(Month) Amt. Ordered
Date Rec'd	Amt. Rec'd

Date of NCR-881	ACP-64's Submitted	Amount on ACP-64	Balance in Storage
--------------------	-----------------------	---------------------	-----------------------

Date of NCR-881	ACP-64's Submitted	Amount on ACP-64	Balance in storage
--------------------	-----------------------	---------------------	-----------------------

County	Deduction Rate
Aaa	Shipper
Alloc. for	(Month) Amt. Ordered
Date Rec'd	Amt. Rec'd

County	Deduction Rate
Aaa	Shipper
Alloc. for	(Month) Amt. Ordered
Date Rec'd	Amt. Rec'd

Date of	ACP-64's	Amount	Balance
NCR-881	Submitted	on ACP-64	in Storage

Date of NCR-881	ACP-64's Submitted	Amount on ACP-64	Balance in Storage
--------------------	-----------------------	---------------------	-----------------------

(Instructions for use of  
form NCR-882)

This record will be maintained by the State Office for all shipments of superphosphate. Forms NCR-881 shall be posted each month as received from the counties. Particular care should be taken to see that counties distribute the material in the order of its receipt in the county.



COUNTY

(Name of contractor)

Contract No.

Date of Award

(Contractor's Address)

Contract Total

Shipping Point

Townships covered	Delivered	Spread	Other	Total Tons 664	F. O. B.		Del'd to Farm	Spread on Field	Limited \$	Vouch- er No.	Date of NCR- 664
					Truck	Rail					
			Truck \$								
			Rail \$								
			Stock Pile \$								
			Discount %								

Continued

Reverse of Form NCR-883

[illegible]



# INSTRUCTIONS FOR PREPARATION OF FORM NCR-883:

This form will be mimeographed by the State offices on a 5" X 8" card. The section appearing at the top on the reverse side will be mimeographed on the front of the card, and the section at the bottom headed "continued" will be mimeographed on the reverse side of the card.

1. State offices will maintain a card for each contractor by counties and alphabetically by contractor within the county.
2. All information concerning the contractor and the accepted prices should be entered on the card at the time the award is made.
3. In the case of definite quantity contracts, enter the amount available for each type of delivery in the column provided for that particular type of delivery in the space headed "Allotments". If the contract is limited to \$10,000.00, \$10,000.00 should be entered in the space headed "Limited".
4. After Forms NCR-664, "Contractor's Delivery Summary", are checked in the State offices, the following information should be entered on Form NCR-883:
  - a. Enter the total tons covered by the 664 in the column headed "Total tons 664."
  - b. Subtract this amount from the allotment shown for the applicable type of delivery and enter the balance in that column.
  - c. Subsequent entries for that same type of delivery should be subtracted from the last balance shown.
  - d. Enter the total amount of money shown on the 664 in the column headed "Value of 664" and subtract from \$10,000 and enter the result in the column headed "Amount available".
  - e. Enter the voucher number and the date of NCR-664 in the columns provided.
  - f. When all spaces on the front of the card have been used, the balances remaining should be carried forward to the reverse side of the card and subsequent entries continued thereon.



1944 977 5100 No 2 14 12 10 1000

1871

.....

(Address)

A. For the material loaded in contractor's truck at

without expense to him.

B. For material shipped in railroad cars at government expense to

(Location of Siding)

DS: ABOVE, WHICHEVER IS APPLICABLE

[illegible]



1. Responsibility of Contractor - The contractor will be responsible for the material while in his possession until it is distributed and receipted for by farmers designated by the Association to receive the material. The contractor agrees to pay all incidental expenses or costs, including any demurrage charges. Demurrage charges shall be paid directly to the railroad company.
2. Ordering Material - The Associations will forward to the contractor Forms ACP-64, "Request for Material", showing the names and addresses of the farmers who are to receive the material, and the amount of material each farmer is to receive.
3. Deliveries - The contractor will deliver material in accordance with the delivery dates and types of delivery specified on Forms ACP-64, "Request for Material", accepted by him subject to road conditions and availability of material. Contractor will not be required to delivery truck loads of less than 4 tons.
4. Receipts for Material - The contractor agrees to obtain receipts from farmers on Forms NCR-663, "Delivery Receipt", for all deliveries made.
5. Payment to Contractor - The contractor will bill the Association at the end of each month for the deliveries made to farmers that month, and will attach signed Forms NCR-663, "Delivery Receipt", for all deliveries covered by the bill.
6. Cancellation of Contract - This contract may be canceled by either party upon 30 days written notice to the other party.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Chairman \_\_\_\_\_ County  
Agricultural Conservation Association

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Representative for \_\_\_\_\_ State  
Agricultural Conservation Committee.



# INSTRUCTIONS FOR USE OF NCR-FORM 884, "TRUCKING CONTRACT":

The trucking contract is for use by county committees in connection with F.O.B. Truck and F.O.B. Rail shipments of liming materials where farmers are unable to provide their own hauling facilities.

1. The trucker will sign Form NCR-663, "Delivery Receipt", at the quarry for F.O.B. truck deliveries.
2. The trucker will obtain a receipt on another Form NCR-663 from the farmer for the delivered to farm or delivered to farm and spread on field service.
3. The two receipts should be compared in the county office to verify the amount the trucker received at the quarry against the amount actually delivered.
4. For rail deliveries, the total of the Form NCR-663 submitted by the trucker should equal the amount of material received as shown on Form ACP-67, "Receiving and Inspection Report".
5. A county committeeman, community committeeman, or employee of the county office shall act as consignee for rail shipments, inspect the car and prepare Form ACP-67. The trucker shall not be the consignee.
6. The farmer will sign Form ACP-64-NCR, "Request for Materials", covering the cost of the material plus the trucking charge.
7. Expenses incurred for trucking will be paid by the association and shown on NCR-County No. 13, "Monthly Summary of Expenditures and Collections", under "Conservation Materials - Other Expenses".
8. Forms shall be prepared in duplicate and both copies shall be signed by the trucker and the chairman of the county committee and forwarded to the State office for approval. A representative of the State committee shall sign the original and the copy of the contract and enter the date of approval, if the prices are reasonable and the contract is otherwise acceptable, and will return both the original and the copy to the county office. The State office shall maintain a record of all information on the approved contracts. The original of the contract shall be retained by the county office and the copy shall be sent to the trucker.